

GRANT AGREEMENT

BY AND BETWEEN

PINELLAS COMMUNITY FOUNDATION

AND

PROJECT LINK, INC.

THIS GRANT AGREEMENT (hereinafter “**Agreement**”), effective upon the last date executed below, by and between **PINELLAS COMMUNITY FOUNDATION**, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time, whose address is 17755 US Highway 19 North, Suite 150, Clearwater Florida 33764, (hereinafter, “**AGENCY**”) and **PROJECT LINK, INC.**, whose address is 1315 W. Spruce Street Tampa, Fl 33607 (hereinafter “**GRANTEE**”).

WITNESSETH:

WHEREAS, in response to the emergence of a novel coronavirus and the respiratory disease it causes (hereinafter, “**COVID-19**”), the World Health Organization (hereinafter, “**WHO**”) has officially characterized COVID-19 as a pandemic that constitutes a Public Health Emergency of International Concern; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis issued Executive Order Number 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida are necessary, and accordingly the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52 declaring a State of Emergency for the state of Florida in furtherance of efforts to respond to and mitigate the effects of COVID-19 throughout the state; and

WHEREAS, the Pinellas County Board of County Commissioners (hereinafter, “**Board**”) passed Resolution 20-60 to define, expand, and add critical programs and services to mitigate the devastating impacts of COVID-19 on Pinellas County residents; and

WHEREAS, nonprofit community partners have seen an increased demand for many services and assistance in response to impacts from COVID-19, particularly in the areas of food programs, homelessness, behavioral health, and legal assistance for evictions; and

WHEREAS, as a direct result of the COVID-19 Public Health Emergency, many individuals and families find themselves in precarious financial situations within Pinellas County, without expanded access to critical services leading to food insecurity, housing insecurity, and behavioral health challenges; and

WHEREAS, the threat to these vulnerable individuals and families constitutes a significant threat to public safety and welfare requiring rapid expansion of vital services to meet local needs; and

WHEREAS, **AGENCY** is a subrecipient of pass-thru funds awarded by the U.S. Treasury Department (hereinafter, “**Treasury**”) to Pinellas County (hereinafter, “**County**”) made available under section 601(a) of the Social Security Act as added by section 5001 of the CARES Act (hereinafter, “**Coronavirus Relief Fund**”); and

WHEREAS, the County in partnership with **AGENCY** wishes to quickly expand services in priority areas that mitigate COVID-19 related impacts within the community such as food insecurity, housing insecurity, and access to behavioral health service through the Pinellas CARES Critical Service Expansion Program; and

WHEREAS, AGENCY has determined that **GRANTEE** has the experience and capacity to quickly administer and deliver awarded funds to assist in the goal of expanding services in one or more of the priority areas that mitigate COVID-19 related impacts within the community;

NOW THEREFORE, the parties hereto, mutually agree as follows:

1. Specific Grant Information:

This project shall be undertaken and accomplished in accordance with the terms and conditions specified herein and the Appendices named below, which are attached hereto and by reference incorporated herein:

a) Grantee's Name: **Project LINK, Inc.**

b) Grantee's Contact and Notice Information:

Primary Contact Name: **Tina Young, Executive Director**

Address: **1315 W. Spruce Street Tampa, FL 33607**

Phone Number: **813-276-5671**

Grantee's Data Universal Numbering System (DUNS) number: **036538551**

c) Federal Award Identification Number: **Direct payment from the Department of the Treasury ('Treasury') pursuant to section 601(b) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).**

d) Federal Award Date: **March 27, 2020**

e) Period of Grant Performance, Start and End Date: **October 8, 2020 - December 30, 2020**

g) Amount of Funds Awarded: **\$101,552.85** (hereinafter, "Awarded Funds").

h) Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information for Awarding Official of the Pass-Through Entity:

Federal Awarding Agency:

United States Department of Treasury

Pass-Through Entity:

Pinellas Community Foundation

Contact Information for Awarding Official of the Pass-Through Entity:

Duggan Cooley, CEO, Pinellas Community Foundation

17755 US Highway 19 N, Suite 150

Clearwater, FL 33764

i) CFDA Number and Name

CFDA Number (at time of disbursement): **21.019**

CFDA Name: **Coronavirus Relief Fund (CRF)**

j) Indirect Cost Rate for GRANTEE portion of the Federal Award: **0%**

2. Scope of Services:

The **GRANTEE** shall administer the Pinellas CARES Critical Service expansion Program funds awarded from the **AGENCY** consistent with the purpose identified in the **GRANTEE's** application for award of funds (attached as Appendix 4) and which are consistent with the purpose of mitigating COVID-19 related impacts within the community, including food insecurity, housing insecurity and or behavioral health access for COVID-19 affected residents.

- a) **GRANTEE** shall administer funding in an amount up to **One Hundred and One Thousand, Five Hundred and Fifty-Two Dollar and 85/100 cents** for expanded local services with up to 0% or \$0.00 allowed for indirect costs.
- b) **GRANTEE** agrees to monitor and deliver these funds pursuant to the following requirements:
 - i. Compliance with all rules and guidelines of the CARES Act including certifications and/or attestations of compliance where appropriate.
 - ii. Compliance with Appendix 1 - CARES Act Guidance and Requirements.
 - iii. Compliance with Appendix 2 – Attestation.
 - iv. Basic weekly reporting of service numbers by type of service and expanded monthly reporting of services, trends, expenditures, and other programmatic information.
 - v. Maintenance of service level information as appropriate for reporting upon request by the **AGENCY**, including services provided, outcomes and accounting of expenditures.
 - vi. **GRANTEE** understands and agrees that it may be required to adapt and/or respond during hurricane-related emergencies to help meet expanded needs and challenges of COVID-19.
 - vii. **GRANTEE** understands that priority service areas may be adjusted by written notice of the **AGENCY**.

3. Term of Agreement.

The services of the **GRANTEE** shall commence upon execution and the agreement shall expire on December 30, 2020. The expiration date of this Agreement may be extended, by mutual

agreement of the parties in writing. This option shall be exercised only if all terms and conditions remain the same.

4. Compensation.

a) The **AGENCY** agrees to provide **GRANTEE** an amount not to exceed One Hundred and One Thousand, Five Hundred and Fifty-Two Dollar and 85/100 cents (\$101,552.85) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. Up to Zero Dollars and 00/100 cents (\$0.00) equivalent to 0% of the funding may be allowed for approved indirect costs in association with this program. The remainder of the funding will be for competitively awarded expansion of services as defined.

b) **GRANTEE** shall maintain a Budget Plan (Appendix 4) for anticipated indirect and direct costs, as approved by **AGENCY**. Any changes that increase costs must be in writing and in an amendment to this Agreement.

c) The **AGENCY** shall determine which expenses in the Budget Plan (Appendix 4) may be paid as an advance to the **GRANTEE**, if any, and which expenses will be paid on a cost-reimbursement basis, with the **GRANTEE** to submit invoices with supporting documentation to justify the reimbursement of expenses. If any amount is paid as an advance payment to **GRANTEE**, the **GRANTEE** must provide sufficient documentation of usage of the funds for allowed purposes under this agreement in order to receive any future payments.

d) Any funds expended in violation of this Agreement or in violation of appropriate Federal, State, and **AGENCY** requirements shall be refunded in full to the **AGENCY**. If this Agreement is still in force, future payments shall be withheld by the **AGENCY**.

5. Performance Measures.

The **GRANTEE** agrees to submit weekly reports on awards to **AGENCY** including name of **GRANTEE**, purpose of award, amount of award, and service numbers, as well as monthly expanded reports that demonstrate services delivered and service trends, and outcomes to **AGENCY**. The **AGENCY** reserves the right to request additional data elements, performance measures, or reports as necessary to ensure that the overall programmatic purpose is demonstrated, quantified, and achieved. This report shall be submitted to the **AGENCY** weekly or monthly, as defined and never later than five (5) business days if specifically requested by **AGENCY**. The report formats shall be prescribed and provided by the **AGENCY**.

6. Data Sharing.

The **GRANTEE** agrees to share data with the **AGENCY** as necessary for service validation, trend review, and performance monitoring.

7. Insurance.

GRANTEE will be required to maintain appropriate insurance to cover the Services funded for this Agreement. Before providing any funds under this Agreement, **AGENCY** will require that **GRANTEE** provide it with proof of insurance covering the Services funded and with policy limits and deductible deemed appropriate by **AGENCY**. Whether **GRANTEE** has acceptable insurance coverage with appropriate limits and deductible is within the sole discretion of the **AGENCY**. Said insurance must remain in full force and effect during the term of this Agreement and may be not changed without written approval of **AGENCY**. Failure to maintain the insurance approved by **AGENCY** or any changes to the approved insurance without approval of **AGENCY** will result in termination of this Agreement.

8. Monitoring.

GRANTEE will work with **AGENCY** to meet the requirements of 2 C.F.R. § 200.328 (Monitoring and reporting program performance). This may include, but is not limited to, the following:

a) The monitoring requirements set forth in Appendix 3 – Minimum Monitoring Requirements.

b) **GRANTEE** will work with the **AGENCY** to establish policies and procedures as required.

c) **GRANTEE** will cooperate in site visits including, but not limited to, review of staff, fiscal and client records, programmatic documents, and will provide related information at any reasonable time.

d) **GRANTEE** will submit other reports and information in such formats and at such times as may be prescribed by the **AGENCY**.

e) All monitoring reports will be as detailed as may be reasonably requested by the **GRANTEE** and will be deemed incomplete if not satisfactory to the **AGENCY** as determined in its sole reasonable discretion. Reports will contain the information or be in the format as may be requested by the **AGENCY**.

9. Special Situations.

GRANTEE agrees to inform **AGENCY** within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Incidents may include, but are not limited to, those resulting in injury, media coverage or public reaction that may have an impact on the **AGENCY'S** or **GRANTEE'S** ability to protect and serve its participants, or other significant effect on the

AGENCY or **GRANTEE**. Incidents shall be reported to the designated **AGENCY** contact below by phone or email only. Incident report information shall not include any identifying information of the participant.

10. Amendment/Modification.

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning all matters covered herein. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form of a written amendment to this Agreement and formally approved by the parties.

11. Closeout

a) Upon termination in whole or in part, the parties hereto remain responsible for compliance with the requirements in 2 C.F.R. Part 200.343 (Closeout) and 2 C.F.R. Part 200.344 (Post-closeout adjustments and continuing responsibilities).

b) This Agreement will not terminate, unless terminated as provided in Section 11, until Closeout is completed consistent with requirements detailed in the Appendices attached hereto, and to the satisfaction of the **AGENCY**. Such requirements shall include but are not limited to submitting final reports and providing program deliverables and closeout information as requested by **AGENCY**, and/or the US Treasury Department or its authorized representatives, and reconciliation of program funding.

c) All invoices and requests for reimbursement shall be submitted within 30 days following the end of the project and budget period.

d) All un-spent funds must be reimbursed to the **AGENCY** by the **GRANTEE** by January 31, 2021.

- e) This provision shall survive the expiration or termination of this Agreement.

12. Termination.

a) If the **GRANTEE** fails to fulfill or abide by any of the provisions of this Agreement, **GRANTEE** shall be considered in material breach of the Agreement. Where a material breach can be corrected, **GRANTEE** shall be given thirty (30) days to cure said breach. If **GRANTEE** fails to cure, or if the breach is of the nature that the harm caused cannot be undone, **AGENCY** may immediately terminate this Agreement, with cause, upon notice in writing to the **GRANTEE**.

b) In the event the **GRANTEE** uses any funds provided by this Agreement for any purpose or program other than authorized under this Agreement, the **GRANTEE** must repay such amount to the **AGENCY** and may in the **AGENCY'S** sole discretion, be deemed to have waived the right to additional funds under this Agreement.

c) In the event sufficient budgeted funds are not available for a new fiscal period or are otherwise encumbered, the **AGENCY** shall notify the **GRANTEE** of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the **AGENCY**.

d) The **AGENCY** or the United States Department of Treasury may terminate this agreement in accordance with 2 C.F.R. § 200.339 (Termination).

13. Assignment/Subcontracting.

a) This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

b) The **GRANTEE** is fully responsible for completion of the Services required by this

Agreement and for completion of all subcontractor work, if authorized as provided herein. The **GRANTEE** shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the **AGENCY**, without the prior written consent of the **AGENCY**, which shall be determined by the **AGENCY** in its sole discretion.

14. Indemnification.

The **GRANTEE** agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the **AGENCY**, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the **AGENCY**, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of **GRANTEE**; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the **AGENCY**.

15. Business Practices.

- a) The **GRANTEE** must utilize financial procedures in accordance with generally accepted accounting procedures and Florida Statutes, including adequate supporting documents, to account for the use of the funds provided by the **AGENCY**.
- b) The **GRANTEE** must retain all records (programmatic, property, personnel, and financial) relating to this Agreement for five (5) years after final payment is made.

- c) All **GRANTEE** records relating to this Agreement are subject to audit by the federal government or its representatives, or the **AGENCY** and its representatives.

16. Nondiscrimination.

a) The **GRANTEE** shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.

b) The **GRANTEE** shall not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services and activities.

c) The **GRANTEE** shall, during the performance of this Agreement, comply with all applicable provisions of federal, state and local laws and regulations pertaining to prohibited discrimination.

17. Independent Contractor.

It is expressly understood and agreed by the parties that **GRANTEE** is at all times hereunder acting and performing as an independent contractor and not as an agent, servant, or employee of the **AGENCY**. No agent, employee, or servant of the **GRANTEE** shall be, or shall be deemed to be, the agent or servant of the **AGENCY**. None of the benefits provided by the **AGENCY** to their employees including, but not limited to, Worker's Compensation Insurance and Unemployment Insurance are available from **AGENCY** to the employees, agents, or servants of the **GRANTEE**

18. Additional Funding.

Funds from this Agreement may not be used as the matching portion for any federal grant

except in the manner provided by Federal and State law and applicable Federal and State rules and regulations. The **GRANTEE** agrees to make all reasonable efforts to obtain funding from additional sources wherever said **GRANTEE** may qualify. Should this Agreement reflect a required match, documentation of said match is required to be provided to the **AGENCY**.

19. Governing Law.

The laws of the State of Florida shall govern this Agreement.

20. Conformity to the Law.

The **GRANTEE** shall comply with all federal, state and local laws and ordinances and any rules or regulations adopted thereunder, including but not limited to section 601(a) of the Social Security Act as added by section 5001 of the CARES Act and regulations applicable thereto.

21. Prior Agreement, Waiver, and Severability.

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties. The waiver of either party of a violation or default of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent violation or default hereof. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

22. Agreement Management.

Pinellas Community Foundation designates the following person(s) as the liaison for the **AGENCY**:

Duggan Cooley, CEO
Pinellas Community Foundation
17755 US Highway 19 North, Suite 150
Clearwater FL 33764
727-531-0058

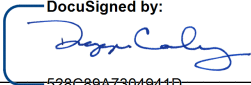
GRANTEE designates the following person(s) as the liaison for the **GRANTEE**:

Tina Young, Executive Director
Project LINK, Inc.
1315 W. Spruce Street
Tampa, Fl 33607
813-276-5671

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year written below.

Pinellas Community Foundation

By: 
528C89A7304941D...
Duggan Cooley
CEO

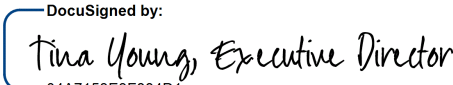
Date: 11/2/2020

GRANTEE: Project LINK, Inc.

By: 
D16CAFA7475249F...
Charles Martin, Board Chair
cem529@aol.com

Date: 11/3/2020

GRANTEE: Project LINK, Inc.

By: 
04A7153E3E884D1...
Tina Young, Executive Director
tyoung@project-link.org

Date: 11/2/2020

Schedule of Appendices

Appendix 1 – CARES Act Guidance and Requirements

Appendix 2 – Attestation

Appendix 3 – Minimum Monitoring Requirements

Appendix 4 – Application for Funding (including budget plan)

Appendix 1 - CARES Act Guidance and Requirements

- Coronavirus Relief Fund, Guidance for State, Territorial, Local,
and Tribal Governments
 - Coronavirus Relief Fund Frequently Asked Questions
 - Coronavirus Relief Fund Reporting and Record Retention
Requirements

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal
Governments
Updated June 30, 2020

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
Updated June 30, 2020¹

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.²

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

¹ This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

² See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures³

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.⁴
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

³ In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

⁴ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

Coronavirus Relief Fund
Frequently Asked Questions
Updated as of July 8, 2020

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of July 8, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-

specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

Coronavirus Relief Fund Reporting and Record
Retention Requirements
July 2, 2020

OFFICE OF
INSPECTOR GENERALDEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

July 2, 2020

OIG-CA-20-021

MEMORANDUM FOR CORONAVIRUS RELIEF FUND RECIPIENTS

FROM: Richard K. Delmar /s/
Deputy Inspector General

SUBJECT: Coronavirus Relief Fund Reporting and Record Retention Requirements

Title VI of the Social Security Act, as amended by Title V of Division A of the *Coronavirus Aid, Relief, and Economic Security Act* (Public Law 115-136), provides that the Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund payments. Treasury OIG also has authority to recover funds in the event that it is determined a recipient of a Coronavirus Relief Fund payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Accordingly, we are providing recipient reporting and record retention requirements that are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

Reporting Requirements and Timelines

Each prime recipient of Coronavirus Relief Fund payments¹ shall report Coronavirus Disease 2019 (COVID-19) related "costs incurred" during the "covered period"² (the period beginning on March 1, 2020 and ending on December 30, 2020), in the manner of and according to the timelines outlined in this memorandum. As described below, each prime recipient shall report interim and quarterly data and other recipient data according to these requirements. Treasury OIG is working on development of a portal with GrantSolutions³ that is expected to be operational on

¹ Prime recipients include all 50 States, Units of Local Governments, the District of Columbia, U.S. Territories, and Tribal Governments that received a direct payment from Treasury in accordance with Title V.

² Refer to Treasury's guidance dated June 30, 2020 for more information on costs incurred and the covered period.

³ A grant management service provider under the U.S. Department of Health and Human Services.

September 1, 2020, for recipients to report data on a quarterly basis. Until the GrantSolutions portal is operational, each prime recipient shall follow the interim reporting requirements. Treasury OIG will notify each prime recipient when GrantSolutions is operational or of any changes to the expected September 1, 2020 start date.

Interim Reporting for the period March 1 through June 30, 2020

By no later than July 17, 2020, each prime recipient is responsible for reporting costs incurred during the period March 1 through June 30, 2020. For this interim report, prime recipients need only report totals by the following broad categories:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

Recipients should consult Treasury's guidance and Frequently Asked Questions in reporting costs incurred during the period March 1 through June 30, 2020. The total of all categories must equal the total of all costs incurred during that period. A spreadsheet is attached for your use in providing the data. As discussed below, the prime recipient will be required to report information for the period March 1 through June 30, 2020 into GrantSolutions once it is operational.

Quarterly Reporting

Each prime recipient of Coronavirus Relief Fund payments shall report COVID-19 related costs into the GrantSolutions portal. Data required to be reported includes, but is not limited to, the following:

1. the total amount of payments from the Coronavirus Relief Fund received from Treasury;
2. the amount of funds received that were expended or obligated for each project or activity;
3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;
 - b. a description of the project or activity; and

4. detailed information on any loans issued; contracts and grants awarded; transfers made to other government entities; and direct payments made by the recipient that are greater than \$50,000.

The prime recipient is responsible for reporting into the GrantSolutions portal information on uses of Coronavirus Relief Fund payments.

Recipient Portal Access: For future quarterly reporting, each prime recipient will have GrantSolutions portal access for three (3) individuals: two (2) designees (preparers) to input quarterly data and one (1) official authorized to certify that the data is true, accurate, and complete.⁴ **By no later than July 17, 2020**, please provide the name, title, email address, phone number, and postal address of these individuals so that portal access can be granted. After this information is received, guidance on the GrantSolutions portal access and data submission instructions will be issued separately.

Reporting timeline

By no later than September 21, 2020, recipients shall submit via the portal the first detailed quarterly report, which shall cover the period March 1 through June 30, 2020. Thereafter, quarterly reporting will be due no later than 10 days after each calendar quarter. For example, the period July 1 through September 30, 2020, must be reported no later than October 13, 2020 (Tuesday after the 10th day of October and the Columbus Day Holiday). Reporting shall end with either the calendar quarter after the COVID-19 related costs and expenditures have been liquidated and paid or the calendar quarter ending September 30, 2021, whichever comes first.

Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

1. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and

⁴ The certifying official is an authorized representative of the recipient organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the recipient.

3. were incurred⁵ during the period that begins on March 1, 2020, and ends on December 30, 2020.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

Thank you and we appreciate your assistance.

⁵ Refer to Treasury's guidance dated June 30, 2020 for more information on the definition of costs incurred.

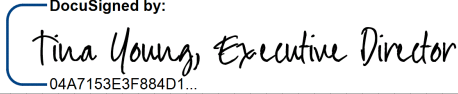
Appendix 2 - Attestation

ATTESTATION

I, Tina Young, Executive Director, am the Title: Executive Director of Name of Organization: Project LINK, Inc, and I certify that:

1. I have the authority on behalf of Project LINK, Inc (Organization) to sign this Attestation.
2. I understand that the Pinellas Community Foundation will rely on this attestation as a material representation in making a direct payment to this Organization.
3. Project LINK, Inc (Organization) attests that proposed expenditures of this grant are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, do not supplant existing services or budgets, and are not reimbursable by alternate means.
4. Project LINK, Inc (Organization) attests it will only expend funds from this grant which are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, and do not supplant existing services or budgets, and are not reimbursable by alternate means.

By: Tina Young, Executive Director (Printed Name)

Signature:  04A7153E3F884D1...

Title: Tina Young, Executive Director

Date: 11/2/2020

APPENDIX 3 – Minimum Monitoring Requirements

1. Mandatory training provided by PCF at onset of grant re: fiscal and accountability
2. Reimbursement preferred or provide advance funds for capital and supplies with provided documentation of bid information from vendor or purchase order; advanced funds limited to 25% of total grant
3. Monthly report requesting reimbursement to include all invoice support, including detail timesheets and paystubs with allocation between payroll supporting this grant and others
4. Obtain close-out report from grantee and reconcile to internal records

Appendix 4 – Application for Funding (including budget plan)

eMergU Expansion Project - Pinellas County

Pinellas CARES Nonprofit Partnership Fund

Project LINK Inc.

Mrs. Tina Young
1315 W Spruce St
Just Full Service Center
Tampa, FL 33607-3510

tyoung@project-link.org
O: 813-276-5671
M: 813-943-3820

Mrs. Tina Young

1315 W Spruce St
Just Full Service Center
TAMPA, FL 33607

tyoung@project-link.org
O: 813-276-5671
M: 813-943-3820

Application Form

Introduction

NOTE: If your organization is awarded a grant, it is likely to be issued on a cost-reimbursement basis. Please consider this when developing your request and project start date.

Submission of an application is not a guarantee or commitment of funding. This application will be made public, in its entirety, including any attachments or uploads.

To see the rubric by which your organization's application will be scored, [click here](#).

Please answer these questions FIRST, as the application will show you the required sections and fields to complete based on your answers.

Priority Funding Areas*

Please select the priority area(s) most relevant to your request (see the PCF website for examples).

Behavioral Health

Reimbursement*

The Pinellas CARES Nonprofit Partnership Fund allows requests to ask for reimbursement of expenditures related to COVID-19 programming within the Priority Funding Areas that took place between March 1, 2020 and the time of application.

Will your organization be applying for this cost reimbursement?

No

Future Programming*

Will your organization be applying for funding for services to be delivered between the grant award decision and December 30, 2020?

Yes

Project Name*

eMergU Expansion Project - Pinellas County

EIN*

59-2976029

DUNS Number*

Please provide your organization's DUNS number. This is the Data Universal Numbering System.

You can search for your DUNS number here: <https://www.dnb.com/duns-number/lookup.html>

If you do not have a DUNS number, you can apply for one here (it is free and may take 3-4 days for approval): <https://www.dnb.com/duns-number/get-a-duns.html>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a DUNS number *will* be required if your organization is approved for a grant. Your organization should apply for a DUNS number now if it does not yet have one.

036538551

Mission Statement*

To provide supportive services and advocacy for the well-being of children and their families.

Total Operating Expenditure*

What are your total annual operating expenses?

\$211,449.00

Amount Requested*

Please review the entire application and its fiscal requirements before determining the total amount your organization will be requesting. This amount should include any reimbursements your organization is seeking for past COVID-19 programming.

Typical funding requests will range between \$25,000 and \$250,000. Amounts above and below are accepted, provided the request can be justified by community need.

Requests at the higher end, or above this range must have a significant and sustained impact on the vulnerable community being served. Your organization's capacity for spending a large amount of funds must also be justified.

\$101,552.85

If you are requesting more than \$250,000 or a large capital expenditure, please speak with PCF program staff to discuss the feasibility of your request **PRIOR TO submission**.

Priority Populations*

Please select the priority populations your programming will serve:

Note: Examples of "high-risk pandemic response jobs" include front-line workers, nurses, medical housekeeping staff, nonprofit employees, law-enforcement and medical first responders.

- Communities of color
- Low-income families

Guiding Principles*

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

From the priority populations you have indicated above, please explain to what extent one or more these populations are involved in the creation, design, and impact of your organization (or this specific project).

The priority population indicated for this program are low income families within the communities of color, many families reside in the most economically, and educationally disadvantaged areas known for its higher concentration of crime, where the majority of children attend title 1 schools and families have limited access to mental healthcare. Communities of color have been long recognized for racial disparities and prevalence of certain chronic health conditions that are believed to aggravate the symptoms of COVID-19. Our programs engage LINK's community advisory board and feedback from program recipients. The families we serve are embedded within the fabric of the organization and therefore impact our organization, we work with our residents which involves bringing together the skills and resources to collectively identify stressors and protective factors to implement ways to promote better health.

Length of time operating program/project*

Please briefly explain how long you have been operating the program or project for which you are requesting funds. **This funding is for expansion of existing programming or sustaining an existing expansion to meet community needs.**

We have been providing support services to Pinellas residents for over 5 years through our school readiness programs. The impact of COVID-19 stopped services. eMergU began in April 2020 in Hillsborough, our goal is to continue serving Pinellas.

Service Area*

In which areas of the county do you physically provide services?

- Mid-County (locations such as Clearwater, Largo, Safety Harbor)
- South County (locations such as St. Petersburg, Lealman, Kenneth City)

Impact on Organization*

What has been the impact of the coronavirus/COVID-19 on the services of your organization? (Example: inability to provide enough food, unable to provide behavioral health sessions, lack of volunteerism, etc.)

Due to mobility restrictions mandated by government “Safer at Home” orders back in the 1st quarter of 2020, Project LINK experienced a lower capacity to operate and experienced a sufficient decrease in service deliverables in areas of in-office client visits for case management, hosting in-person services for wellness workshops, person to person soft training skills, and halted our truancy diversion services that targets students struggling with school attendance. The impact completely reduced our ability to do in-home and at-school visitation helping children and parents facilitate life challenges and new catastrophes brought on by the COVID-19 pandemic. We learned quickly that we had to shift our programming to meet needs of new challenges from improving our clients’ health and quality of life to simply just helping them survive by utilizing platforms and technologies. We also had to begin relying on new sources of funding and donations, to maintain our operating cost, while simultaneously addressing the concern for our staff and volunteer’s health, safety, and financial stability. Our volunteer program has been temporarily suspended due to the COVID-19 pandemic. For volunteers and families with critically ill members, we can no longer go into homes and ‘shelter in place’ units. The guidelines from the CDC and our local officials, has nearly changed every way we now operate.

Fiscal Accountability

Federal Fund Disclosure*

If your organization is awarded this grant, you may be considered a subrecipient of federal funding. THEREFORE, if you are deemed a subrecipient and your organization reaches a threshold of having spent more than \$750,000 in federal funding this fiscal year (this INCLUDES other federally funded programs), it will be subject to requirements of the Federal Single Audit Act. This will require your organization to comply with Federal Compliance Requirements and may necessitate additional expenses for your organization and you should prepare for this.

It is advisable that you contact a certified public accountant (CPA) or other professional for guidance.

Yes, my organization understands and assumes all liabilities/costs in regards to federal funding.

Audited Financial Statements*

Does your organization routinely contract to have an audit conducted of its financial statements?

Yes

Most Recently Filed IRS Form 990*

Please upload a copy of the organization's most recently filed IRS Form 990. **This is absolutely required.**

990 EZ 2018-2019 PLINK.pdf

Board-Approved Budget*

Please upload your most recently board-approved budget for this fiscal year in PDF format.

approved budget.pdf

Audited Financial Statements

Most Recent Audited Financial Statements*

If your organization routinely contracts for an independent audit of its financial statements, including audits in accordance with Uniform Guidance and/or Chapter 10.650, Rules of the Auditor General, upload the most recent audit. The document should not be more than a year old.

PL AUDIT SEPT2019.pdf

Project LINK's operating year is from October - September. The audit with the accompanying financial statements of the PROJECT LINK, INC (Local Impact on Neighborhood Kids) D/B/A Project LINK, Inc. (a Florida not-for-profit), which comprise the statement of financial position as of September 30, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements is attached. The audit was conducted on March 17, 2020.

Management Letter*

Please provide a management letter indicating any findings from your organization's most recent independent audit.

If there is no management letter, please explain why.

MGMT AUDIT LETTER.pdf

A copy of the independent audit management report is attached.

Expansion or Sustaining of Exact Programming Funded by Another Source

Existing Contract

If you are applying for funding to expand and/or sustain COVID-19 response programming that has already been funded by another source, please upload that contract here and provide a brief description of the funding source and relationship with the funder. Please note that any costs funded by another source are not allowed to be included in this application. Only the costs that are required to expand or sustain programs in excess of that funding will be considered for the purposes of this application.

Awards Letters.pdf

Project LINK is applying for funding to expand our COVID-19 services and response in Pinellas County, Florida. Project LINK received a \$15,000 award in May 2020 from the Pinellas Community Foundation's Tampa Bay Resiliency Fund to serve families that reside in Hillsborough county, Florida that have children in pre-K through high school levels, attending a Hillsborough County Public or Charter School, including private schools and/or home-schooled children that have been impacted by COVID-19. The eMergU program also received an award of \$73,000 through the Community Foundation of Tampa Nonprofit Needs Request to support our contracted license mental health professional fees and platform benefits to service Hillsborough County families facing COVID-19 related concerns. This application request to extend COVID-19 related services and programs to Pinellas County residents. The award letters are attached.

Funding and Usage

Client Service Delivery*

Briefly describe the services to be delivered under the programming for which you are requesting funding. Please include when and where the services will occur, how the target population will access the services, and the length of time the services will be provided. **Please specify the zip codes of participants. If not available, specify the zip codes of service delivery points.**

The goal of the treatment will be to achieve remission. Remission is defined as the absence of depressive symptoms or the presence of minimal depressive symptoms. Response is defined as a reduction in symptoms (as measured based care methods & rating scale) and partial response is typically defined as a 25 to 50 percent reduction in symptoms. Specific changes in scores will be defined for the minimum clinically important improvement. Patients who have not shown at least a partial response by 4 to 6 weeks are unlikely to respond to that specific treatment. Therefore, a reasonable criterion for extending the initial treatment is if the patient is tolerating the treatment and experiencing clinically significant improvement at 4 weeks. The major goals of patient education are improved adherence to treatment and improved outcomes by eliciting the patient's active engagement in treatment. There will be 3 focus areas for patient education: education on the nature of depression, including its course and various treatment alternatives, education focused on adherence-enhancement strategies, and education focused on other self-management strategies.

Comment: *Orig. Resp. as follows: This pandemic is pointing out the need of services in communities of color especially minority children that have a higher risk of becoming ill with COVID-19, and who are coping with social and economic factors. Children are not the face of this pandemic. But they risk being among its biggest victims, communities of color have been disproportionately affected by COVID-19. For most children, home represents a source of security and safety. But for communities of color, the opposite is tragically the case. Children often witnessing domestic violence, as detailed in the briefing on the impact of COVID-19. Such acts of violence are more likely to occur while families are confined at home and experiencing intense stress. We will contract 15 independent licensed therapists to provide virtual COVID-19 mental health services including career assessments; solution-focused goals; parent support. The mental health counseling will be three sessions, via the EmergU telehealth platform. The platform offers users the ability to schedule live video chats, audio sessions, as well as messaging with a licensed therapist or social worker. Users will complete an initial short intake with our Intake Coordinator. Based on information provided, the client will be connected to either a therapist, or a social worker. Prior to each session, we will provide clients with guidance on how to ensure the best teletherapy experience. Clients seeking counseling will have the ability to choose their location for teletherapy, whether it be at home, work, auto or in one of our approved location throughout Pinellas County. Goals will be continually assessed, and clients will play an active role in their therapeutic journey. We will utilize a partnering program called "Cope Notes", which is a preventative digital health intervention that uses daily text messages to improve mental and emotional health. The targeted zip codes include: 33709, 33710, 33711, 33713, and 33714 | Clearwater – 33755 and 33756*

Communication/Outreach and Community Engagement Efforts*

In what ways is your organization marketing and communicating its available programming to the community it serves? How will you ensure that your target population is aware of your services and utilizes them?

We will target desired population via news media outlets, faith based organizations, print PSAs in community newsletters and magazines, radio PSAs, community forums, and the agency's website. Educational Poster and flyers regarding mental health wellness will be placed in neighborhood 'Mom & Pops', laundry mats, community centers, etc. The target population will also learn of eMergU Telehealth program via the online marketing of our 'Emerging Together Workshop Series via CitySpark event calendar service. Other marketing strategies will include blog discussion about mental wellness, appearances on community talk radio by eMergU's Licensed mental health advisor, and the utilization of local social influencers. Our main goal in this endeavor is to also motivate potential clients to access treatment.

Hurricane Preparedness*

If a hurricane-related emergency were to strike Pinellas County this year and cause an interruption in your organization's normal programming, how would you return to offering the programming, and continue to spend awarded funds from this grant?

There is an expectation that your programming will be able to continue in the event of a hurricane-related emergency.

If your organization has a COOP (Continuity of Operations Plan), you may upload it here instead of providing a text answer. You may redact sensitive information from your organization's COOP.

In the event a hurricane-related emergency were to strike Pinellas County this year, eMergU will remain operational, due to its technology accessibility requirements - an internet service provider or cellular data network. Either may enable us to continue providing assistance to those, who may be facing weather-related PTSD, loss of property, chronic stress, among many mental health challenges associated with Florida's inclement weather.

Assuming there is electrical power or cellular access, we will solicit and recruit independent licensed therapist located out of the disaster areas, to provide virtual counseling sessions via the eMergU platform. If feasible, we will advocate for all our LPO's to open it doors for access to their 'eMergU Connect' room, which will provide an alternative solution to continue sessions with a therapist or to attract new applicants seeking mental health counseling or other support services provided by Project LINK and its community care network.

Evidence of Insurance Coverage*

Grantees of the Pinellas CARES Nonprofit Partnership Fund will be required to maintain appropriate insurance to cover the services proposed in this application. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance policies that cover the programming for which your organization is requesting funds.

If there is no insurance coverage for this programming, please provide an explanation as to why.

PL INSURANCE.pdf
Agency Insurance policy attached

Insurance Requirement*

If you are awarded a contract for the Pinellas CARES Nonprofit Partnership Fund, you will be required to list Pinellas Community Foundation as an additional insured through your general liability insurance. If you would like to begin this process now, please contact your general liability insurance carrier.

Here is the information for your carrier:

Pinellas Community Foundation
17755 US Highway 19 N

Tina Young

Project LINK Inc.

Suite 150
Clearwater, FL 33764
727-531-0058

Please check the box below to indicate that you understand and will be able to comply with this requirement.

Yes, I understand this requirement.

The Budget Summary and Budget Narrative sections are absolutely critical to a successful application. Improperly completed forms will be returned to you to fix, and will delay a funding decision being made on your application. Please see the examples in each section. To avoid rejection of your organization's application, PCF HIGHLY recommends you watch this short, instructional video as well: **Budget Narrative/Summary Instructions**

Update as of 9/25/2020: Due to new U.S. Department of the Treasury guidance, the CARES Act does not cover *any* administrative or indirect costs. The Budget Narrative and Summary have been updated. CFO, CEO, and other types of "administrative" time must be documented as a **direct cost on an hourly basis** under Personnel or Contracted Services. The above webinar will be updated shortly.

If your organization is awarded a grant, it is likely to be issued on a cost-reimbursement basis. Please consider this when developing your budget narrative and summary.

Note about Hazard Pay: Hazard pay will not automatically be approved as a budget item. Hazard pay is only for hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Much of the immediate hazards of COVID-19 can be mitigated by appropriate use of PPE and/or regular sanitizing of spaces. The threshold for approval of hazard pay is high. It is best that you inquire in advance of adding this to a budget in your grant application.

If you would like to use a unit of service cost as a basis for your budget, you **MUST** contact Pinellas Community Foundation program staff **FIRST** to discuss this possibility.

Budget Summary*

Please download the budget summary template [HERE](#) and complete it. **If you have selected multiple Priority Fund Areas, you should include ALL costs in this summary.**

Capital includes buildings, vehicles, equipment at \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities. Outright purchase must be less than the cost of renting or leasing OR if renting or leasing is not available.

CLICK HERE TO SEE AN EXAMPLE OF A PROPERLY COMPLETED BUDGET SUMMARY.

Please export as a PDF and upload it.

CARES-Partnership-Fund-Budget-Summary-Grant.pdf

Budget Narrative*

Please download the budget narrative template [HERE](#) and complete it.

The budget narrative needs to do more than define the expenses. It should clearly state what is going to be paid using CARES funds and then justify the expenses as a program expansion (or sustaining an already expanded program) as a result of COVID-19. Do not bold, underline, or italicize. Use dollar amounts that match your Budget Summary.

If you have selected multiple Priority Fund Areas, you should include ALL costs in this narrative.

CLICK HERE TO SEE AN EXAMPLE OF A PROPERLY COMPLETED BUDGET NARRATIVE.

Capital includes buildings, vehicles, equipment at \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities. Outright purchase must be less than the cost of renting or leasing OR if renting or leasing is not available.

Please export as a PDF and upload it.

Project LINK Budget-Narrative-CARES1.pdf

Capital Requests

If you are requesting funding for capital expenses, please upload bids/estimates/rental agreements to match the expenses described in your budget summary and narrative.

Please upload in PDF format.

Logistical partner organizations (LPOs) are considered to be a critical part of service delivery strategy for this grant program, and using them is highly encouraged. Typical LPOs are:

- Grassroots organizations with small annual operating budgets (under \$50,000)
- Churches and other faith-based organizations
- Neighborhood associations
- Social organizations/collaboratives

- Resident councils in low-income house communities
- Neighborhood family centers
- Senior centers

Their essential role is to serve as outreach, information, referral and service delivery sites for food distribution, legal aid counseling to prevent evictions and behavioral health services, consistent with the three priority need areas in the grant specifications.

Are you going to use LPOs in this programming?*

Yes

Logistical Partner Organizations (LPOs)

LPO List*

Please upload a list with entity names and primary contact information for each LPO. If there is additional information to provide, do so in the text box below.

LPO List.pdf

The LPO will serve as a safety net location for residents seeking counseling. This comprehensive strategy to enhance the delivery of patient care offers alignment and strengthen the provision of mental health throughout our region. We have begun identifying LPO's that consist of faith-based organizations, neighborhood community centers, and non-profit organizations who has facilities that can offer a private space with minimal modifications to meet the criteria of an 'eMergU CONNECT' room. We will provide a detailed directory listing each LPO, location, phone number, zip code region, and point of contact prior to start of contract. The attached list is our preliminary findings.

Role in Programming*

Please describe the role(s) of specified LPOs in the programming proposed in this application.

The role of our LPOs are to host "eMergU CONNECT" space to provide Pinellas county residents who do not have access to a personal computer or smart phone with internet service to participate in scheduled 45 minute virtual counseling sessions for up to 3 or more sessions, in a designated area within their facility. The program will offer up to 100 Community residents with scheduled virtual sessions for adults, teens, and/or couples seeking virtual mental health counseling over the next 3 months, due to impacts of COVID-19.

This designated area, also referred to as an 'eMergU CONNECT' space, which includes an enclosed safe haven or mind free zone - relaxation room, with a desktop or laptop, TV monitor, or video screen with high-quality video resolution, sound, and high speed internet, to conduct private online videoconferencing. Every eMergU Connect' space will include adequate lighting, uncluttered backgrounds, PPE for all clients and staff; in addition to following guidelines set by the Center for Disease and Control.

Our LPO's faith-based organizations will also provide spiritual guidance and support services they are already providing to their members and non-member residents seeking additional support services.

We will provide each LPO with essentials such as sanitizing wipes and cleaning solutions, face coverings, computer or external web cam rentals (if necessary), appointment book, water, coffee, etc. eMergU staff will assist in scheduling clients for virtual counseling at each LPO location, while each LPO will ensure their 'eMergU Connect' space is available, clean, and technology is operative. These spaces are natural settings and are ideal locations to reach children and adolescents with mental health, developmental, and behavioral

issues. Other natural or innovative settings not usually considered for mental health services can reach at-risk, reluctant, and needy adults, such as women in shelters.

Behavioral Health

This grant will require weekly reporting on the following measures:

- Number of individuals receiving **COVID-19-related behavioral health services** by in person, telehealth, or telephone by zip code of participant or service delivery point (participant zip code is preferred)

This grant will require monthly reporting on the following measures:

- **Percentage of target met** of the projected number of people receiving **COVID-19-related behavioral health services** by in person, telehealth, or telephone.
- **Monthly Progress Rate** as defined by your measurement and methodology specified below

Affirmation of Reporting*

I affirm that my organization is capable of providing weekly and monthly reports on the above measures.

Yes

Measurement - Behavioral Health*

The Pinellas CARES Nonprofit Partnership Fund understands that behavioral health involves several dimensions of clinical need and organizational infrastructure.

For the purpose of this grant, applicants are asked to select **ONE** robust measure of progress that can be validly measured on a monthly basis. Please describe the instrument that you are going to use and how the results are interpreted to indicate progress.

The Beck Depression Inventory (BDI), which measures characteristic attitudes & symptoms of depression is used. The BDI will be used when mental health support is required. The Symptom Checklist-90-R yielding 9 scores along primary symptom dimensions & 3 scores among global distress indices is used for measuring the progress & outcome of counseling treatments. A Likert scale per/post session will also be used.

Comment: *Above response updated administratively and was approved Dr. BMR*

Original Response: To thoroughly understand the effectiveness of the EmergU Telehealth program, we will provide clients with the Symptom Checklist-90-R which is a relatively brief self-report psychometric instrument with self-reporting and performance-based

tools to measure their quality of care outcomes, mental health progress, and satisfaction of the EmergU platform. Our main robust measure of progress is to validate clients overall mental health to determine if there is any progress of reduced symptoms of anxiety and depression. The instrument that will be used when mental health counseling is needed will be the Beck Depression Inventory (BDI), which measures characteristic attitudes & symptoms of depression. Our team of licensed mental health counselors and certified peer specialists will distribute this instrument and provide effective psychotherapy services to assist individuals with a variety of COVID-19 related concerns. A Likert scale per/post session will be utilized within the care plan.

Methodology*

Please state how you will define and document a **monthly** Progress Rate for all clients in the program based on the selected behavior change measure(s) specified above.

Monthly Projected Progress Rate (%): Using the definition of progress described above, project the percentage of progress achieved on a monthly basis.

We will define and document a monthly progress rate for the Monthly Factor Score (MFS) determined by the accumulation of results. A 3-point decrease in a client's MFS score will represent a clinically meaningful reduction in depressive symptoms. The MFS will range from 1 (low stress symptoms) to 7 (high stress clients) from the Symptom Checklist-90-R measuring quantitative and qualitative data utilizing electronic survey tool (Beck Depression Inventory scores), treatment plans, individualized goals, and qualitative interviews with each client. Our clients who decreased their MFS will be considered to have a positive Monthly Progress rates. Our agency goal is that 70% of our client base will meet this target monthly progress rate.

Comment: Above response was added administratively and was provided by the applicant and approved by Dr. BMR.

Original Response: We will define and document a monthly progress rate for the Monthly Factor Score (MFS) determined by the accumulation of results. The MFS will range from 1 (low stress symptoms) to 7 (high stress clients) from the Symptom Checklist-90-R measuring quantitative and qualitative data utilizing electronic survey tool (Beck Depression Inventory scores), treatment plans, individualized goals, and qualitative interviews with each client. The BDI outcome scales and checklists tracks therapy progress, primary symptom dimensions.. These measures range from brief rating scales completed by a client to more comprehensive measures incorporating both client and therapist perspective at various intervals throughout treatment. The BDI-II, the most recent version, is based on the diagnostic criteria for a major depressive episode in the DSM-V. The DSM (Diagnostical Statistical Manual for Mental Disorders) is the gold standard for clinicians seeking to diagnose mental illness. Our clients who decrease their MFS will be considered to have a positive Monthly Progress rates. Our agency goal is to achieve 70% of client base to report a positive Monthly Progress rate every 30 days, demonstrating progress toward reducing client behavioral health.

Number of Clients Served During Grant Period - Behavioral Health*

This grant period ends on December 30, 2020. Please estimate the number of clients that will be served for **behavioral health** by the end of the grant period.

100

Estimated Percentage of Progress - Grant Period*

Please estimate % of progress on the proposed measure during the grant period.

70

September Projections - Number Served - Behavioral Health*

Please estimate the number of individuals to be served by this funding for **behavioral health** in **September 2020**.

0

September Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients **for September 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

0

October Projections - Number Served - Behavioral Health*

Please estimate the number of individuals to be served by this funding for **behavioral health** in **October 2020**.

80

October Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for October 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

70

November Projections - Number Served - Behavioral Health*

Please estimate the number of individuals to be served by this funding for **behavioral health** in **November 2020**.

100

November Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for November 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

30

December Projections - Number Served - Behavioral Health*

Please estimate the number of individuals to be served by this funding for **behavioral health** in **December 2020**.

100

December Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for December 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

70

Funder Involvement

Which of the funders have provided a grant to your organization within the last three years?*

Allegany Franciscan Ministries
Foundation for a Healthy St. Petersburg
Pinellas Community Foundation
Tampa Bay Resiliency Fund
United Way Suncoast

Other Funding Sources

If your organization has submitted applications to other funders or has received funding in response to coronavirus/COVID-19 from another funder, please briefly describe below:

N/A

Corrective Action*

Is your organization currently under a corrective action agreement with any funder (including but not limited to those listed above)? If yes, please explain in detail, including the status of the corrective action. If no, state **No**.

No

Tina Young

Project LINK Inc.

Confirmation

Signature and Affirmation*

By submitting this application, I hereby swear that executive leadership is aware of this request for funding, and if this funding is approved, my organization will be able to use these funds in the manner described in the application.

Please type your name as an electronic signature and the date on which you are submitting this application.

Tina Young

File Attachment Summary

Applicant File Uploads

- 990 EZ 2018-2019 PLINK.pdf
- approved budget.pdf
- PL AUDIT SEPT2019.pdf
- MGMT AUDIT LETTER.pdf
- Awards Letters.pdf
- PL INSURANCE.pdf
- CARES-Partnership-Fund-Budget-Summary-Grant.pdf
- Project LINK Budget-Narrative-CARES1.pdf
- LPO List.pdf

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2018

Open to Public Inspection

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning 10/1, 2018, and ending 09/30, 20 19

| | | | |
|--|---|--|--|
| B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending | C Name of organization Project LINK, Inc | | D Employer identification number 59-2976029 |
| | Number and street (or P.O. box, if mail is not delivered to street address) Room/suite 1315 W. Spruce Street | | E Telephone number 813-276-5671 |
| | City or town, state or province, country, and ZIP or foreign postal code Tampa, FL 33607 | | F Group Exemption Number ▶ |
| | G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶ | | |

I Website: ▶ www.project-link.org

J Tax-exempt status (check only one) – 501(c)(3) 501(c)() ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **198,772**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | 1 | 137,072 |
|------------|--|--|----------------|----------------|
| | 2 | Program service revenue including government fees and contracts | 2 | 60,000 |
| | 3 | Membership dues and assessments | 3 | 0 |
| | 4 | Investment income | 4 | 0 |
| | 5a | Gross amount from sale of assets other than inventory | 5a | 0 |
| | b | Less: cost or other basis and sales expenses | 5b | 0 |
| | c | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) | 5c | 0 |
| | 6 | Gaming and fundraising events: | | |
| | a | Gross income from gaming (attach Schedule G if greater than \$15,000) | 6a | 1,300 |
| | b | Gross income from fundraising events (not including \$ 0 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) | 6b | 800 |
| c | Less: direct expenses from gaming and fundraising events | 6c | 400 | |
| d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | 6d | 1,700 | |
| 7a | Gross sales of inventory, less returns and allowances | 7a | 0 | |
| b | Less: cost of goods sold | 7b | 0 | |
| c | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) | 7c | 0 | |
| 8 | Other revenue (describe in Schedule O) | 8 | 0 | |
| 9 | Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ | 9 | 198,772 | |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | 10 | 4,000 |
| | 11 | Benefits paid to or for members | 11 | 5,700 |
| | 12 | Salaries, other compensation, and employee benefits | 12 | 61,000 |
| | 13 | Professional fees and other payments to independent contractors | 13 | 21,000 |
| | 14 | Occupancy, rent, utilities, and maintenance | 14 | 2,500 |
| | 15 | Printing, publications, postage, and shipping | 15 | 1,300 |
| | 16 | Other expenses (describe in Schedule O) | 16 | 0 |
| | 17 | Total expenses. Add lines 10 through 16 ▶ | 17 | 95,500 |
| Net Assets | 18 | Excess or (deficit) for the year (Subtract line 17 from line 9) | 18 | 103,272 |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | 19 | 13,017 |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | 20 | 0 |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ | 21 | 116,289 |

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

| | Yes | No |
|--|------------------|----|
| 33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O | | ✓ |
| 34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions | | ✓ |
| 35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | | ✓ |
| b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | | |
| c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | | ✓ |
| 36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N | | ✓ |
| 37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a _____ | | |
| b Did the organization file Form 1120-POL for this year? | | ✓ |
| 38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | | ✓ |
| b If "Yes," complete Schedule L, Part II and enter the total amount involved | 38b _____ | |
| 39 Section 501(c)(7) organizations. Enter: | | |
| a Initiation fees and capital contributions included on line 9 | 39a _____ | |
| b Gross receipts, included on line 9, for public use of club facilities | 39b _____ | |
| 40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____ | | |
| b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | ✓ |
| c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____ | | |
| d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____ | | |
| e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | ✓ |
| 41 List the states with which a copy of this return is filed ▶ _____ | | |
| 42a The organization's books are in care of ▶ _____ Telephone no. ▶ _____ Located at ▶ _____ ZIP + 4 ▶ _____ | | |
| b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | 42b | ✓ |
| c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶ _____ | 42c | ✓ |
| 43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 _____ | | |
| 44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | ✓ |
| b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | ✓ |
| c Did the organization receive any payments for indoor tanning services during the year? | 44c | ✓ |
| d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | |
| 45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | ✓ |
| b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions | 45b | ✓ |

| | | |
|---|-----|----|
| | Yes | No |
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | | ✓ |

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

| | | |
|---|-----|----|
| | Yes | No |
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | | ✓ |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | | ✓ |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | | ✓ |
| b If "Yes," was the related organization a section 527 organization? | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|--|---|---|--|
| Cynthia Smith Administrative Support | 15 | 16,000 | 0 | 16,000 |
| Noel Johnson Program Manager | 20 | 18,000 | 0 | 18,000 |
| Tina Young Executive Director | 25 | 27,000 | 0 | 27,000 |
| | | | | |
| | | | | |

f Total number of other employees paid over \$100,000 0

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|--|---------------------|------------------|
| None | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

| | | |
|------------------|-----------------------------|------------------|
| Sign Here | | Date |
| | Daniel Westbrook, Treasurer | January 18, 2020 |

| | | | | | |
|-------------------------------|----------------------------|----------------------|------|---|------|
| Paid Preparer Use Only | Print/Type preparer's name | Preparer's signature | Date | Check <input type="checkbox"/> if self-employed | PTIN |
| | Firm's name | Firm's EIN | | | |
| | Firm's address | Phone no. | | | |

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Schedule O, Statement 1

Form: **Form 990-EZ (2018- 2019)**

Page: **2**

Project LINK Inc

EIN:59-2976029

Part I

Line 10 - \$4,000 amounts paid reflect scholarships to seniors entering Colleges and/or Universities. 4 Hillsborough County students received \$1,000 Mary E. Bryant Education Scholarship awards.

Part II

Line 26 - Total Liabilities \$14,742 amount reflects deferred committed contributions from Hillsborough County special events vendor reimbursements.

Part III

Primary Exempt purposes- Project LINK Inc is a community-based organization promoting academic achievement, advocating for equity education for all children, expanding access to health related service providers for low-income families, and improving the quality of life for disadvantaged families via targeted case management that focus on self- sufficiency for parents at risk of homelessness that reside in the Tampa Bay region. Our mission is to provide supportive services and advocacy for children and their families.

Project LINK, Inc
Fiscal Year 2019-2020 Organizational Operating Budget
Board of Trustees Meeting - Tuesday, July 14, 2020

| Expenses | |
|---|------------------|
| Payroll & Benefits | \$75,000 |
| Contract Services | \$80,000 |
| Professional Fees -- Bookkeeping, Audit, & Legal | 3,500 |
| Printing and Reproduction | 5,500 |
| Travel/Mileage Reimbursement | 1,200 |
| Insurance (liability, directors & officers) | 2,100 |
| Supplies (office & field) | 10,000 |
| Advertising & Marketing | 6,000 |
| Bank Fees & Payroll Processing Fees | 2,000 |
| Postage | 1,000 |
| Interest Expense | 500 |
| Equipment and Software | 8,000 |
| Internet Access & Web Page Design | 2,600 |
| Professional Development | 1,200 |
| Dues, Fees, & Memberships | 1,800 |
| Meals and Lodging | 500 |
| Total Expenses | \$200,900 |
| Revenue | |
| Individual Contributions (memberships, annual appeal, targeted gifts) | \$250 |
| Corporate Contributions | 27,000 |
| Foundation Grants | 99,200 |
| Government Grants | 69,999 |
| Contracted Services (workshops, tutorial sessions, etc) | 12,000 |
| Events (Spring Banquet, Dr. Martin Luther King program, etc) | 3,000 |
| Fundraiser (Shoe drive, golf tournaments, etc) | |
| Total Revenue | \$211,449 |

 Board Approved 7/14/20
 _____ Approved w/Adjustments

Project LINK, Inc

| Total amount requested: Oct 2019-Sept 2020 | | \$211,449.00 | |
|--|------------------|------------------|--------------|
| Corporate Sponsor Name/Donor Name | Requested amount | Collected amount | Difference |
| Florida Blue | \$15,000.00 | \$15,000.00 | \$0.00 |
| Hillsborough County Health & Social Services | \$69,999.00 | \$69,999.00 | \$0.00 |
| Kiwanis of Tampa Bay | \$6,000.00 | \$6,000.00 | \$0.00 |
| Publix | \$500.00 | \$500.00 | \$0.00 |
| Florida KidCare | \$5,000.00 | \$2,500.00 | (\$2,500.00) |
| Humana | \$5,000.00 | \$5,000.00 | \$0.00 |
| CDC of Tampa | \$8,000.00 | \$8,000.00 | \$0.00 |
| Allegany Foundation | \$1,200.00 | \$1,200.00 | \$0.00 |
| Tampa Housing Authority Job Plus -Y.A.M.S | \$10,000.00 | \$10,000.00 | \$0.00 |
| Tampa Housing Authority - Village Link-up | \$2,000.00 | \$2,000.00 | \$0.00 |
| Pinellas County Foundation -Tampa Bay Resiliency Award | \$15,000.00 | \$15,000.00 | \$0.00 |
| Hillsborough Community College - MLK Project | \$3,000.00 | \$3,000.00 | \$0.00 |
| Tinsley Family Foundation | \$250.00 | \$250.00 | \$0.00 |
| Community Foundation of Tampa Bay - eMergU | \$73,000.00 | \$73,000.00 | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |

Project LINK, Inc.
AGENCY EXPENSES

Fiscal Year: Oct 2019 - Sept 2020
 Agency: Project LINK, Inc.
 Program: All Programs
 Address: 1315 W. Spruce St Tampa Fl 33607

OPERATION BUDGET

| BUDGET CATEGORIES | Summer Health Clinics | EmergU | Y.A.M.S | Village Linkup | Seeds Folks | Jazz on the Lawn | Sneaker Drive |
|--|-----------------------|--------------------|--------------------|-------------------|-------------------|-------------------|-----------------|
| | (A) | (B) | (C) | (D) | (E) | (E) | (G) |
| Program Receivables | 98,999.00 | 88,000.00 | 11,200.00 | 2,000.00 | 3,000.00 | 8,000.00 | 250.00 |
| Total: | 98,999.00 | 88,000.00 | 11,200.00 | 2,000.00 | 3,000.00 | 8,000.00 | 250.00 |
| 1 Expenditures | | | | | | | |
| Personnel: | | | | | | | |
| Executive Director | 21,000.00 | 8,000.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 |
| Family Support Specialist | 10,000.00 | 14,000.00 | 5,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 2 Subtotal Salaries | \$31,000.00 | \$22,000.00 | \$6,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 |
| 3 Fringe Benefits | | | | | | | |
| FICA | 4,743.00 | 3,366.00 | 1,713.60 | 153.00 | 153.00 | 0.00 | 0.00 |
| Unemployment Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Worker's Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Disability Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Life Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 Subtotal Fringe Benefits | \$4,743.00 | \$3,366.00 | \$1,713.60 | \$153.00 | \$153.00 | \$0.00 | \$0.00 |
| 5 Contractual Services | | | | | | | |
| Audit | 1,500.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tech Support | 4,000.00 | 17,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accountant | 1,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Counselors | 0.00 | 30,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Evaluation Team | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Workshop Instructor | 15,550.00 | 0.00 | 300.00 | 500.00 | 840.00 | 3,000.00 | 0.00 |
| 6 Subtotal Contractual Services | \$22,250.00 | \$48,250.00 | \$300.00 | \$500.00 | \$840.00 | \$3,000.00 | \$0.00 |
| Building Lease/Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Insurance | 1,100.00 | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Equipment Lease/Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 Subtotal Occupancy Costs | \$1,100.00 | \$600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8 Equipment | | | | | | | |
| Computer/office equipment | 4,000.00 | 2,500.00 | 200.00 | 100.00 | 200.00 | 1,000.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 Subtotal Equipment | \$4,000.00 | \$2,500.00 | \$200.00 | \$100.00 | \$200.00 | \$1,000.00 | \$0.00 |
| 10 Travel | | | | | | | |
| Conference/Evaluation Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Local Mileage | 400.00 | 400.00 | 100.00 | 50.00 | 50.00 | 100.00 | 0.00 |
| Staff Development Travel | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Activity Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 Subtotal Travel | \$1,400.00 | \$400.00 | \$100.00 | \$50.00 | \$50.00 | \$100.00 | \$0.00 |
| 12 Supplies | | | | | | | |
| Office Supplies | 800.00 | 1,100.00 | 1,000.00 | 0.00 | 500.00 | 1,000.00 | 0.00 |
| Event Supplies | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Operating Supplies | 2,200.00 | 500.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Workshop/conference Supplies | 1,100.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 Subtotal Supplies | \$5,600.00 | \$1,600.00 | \$1,400.00 | \$0.00 | \$500.00 | \$1,000.00 | \$0.00 |
| 14 Other | | | | | | | |
| Parent Training | 9,000.00 | | | | | | 200.00 |
| Family Bill Pay Support | | 6,400.00 | | | | | |
| Postage | 600.00 | 100.00 | 140.00 | 20.00 | 20.00 | 100.00 | |
| Repair & Maint/Equipment | 1,500.00 | | | | | | |
| Printing & Copying | 2,800.00 | 1,200.00 | | | | 1,500.00 | |
| Advertising | 4,200.00 | 800.00 | 300.00 | 100.00 | 100.00 | 500.00 | |
| Parent Volunteer Stipend | 0.00 | | | | | | |
| Transportation Vouchers | 0.00 | | | | | | |
| Office Subscriptions-Internet/Web Design | 1,560.00 | 700.00 | 200.00 | | | 140.00 | |
| Business Memberships | 300.00 | | | | | | |
| Service Agreements | 0.00 | | | | | | |
| 15 Subtotal Other Operating Costs | \$19,960.00 | \$9,200.00 | \$640.00 | \$120.00 | \$120.00 | \$2,240.00 | \$200.00 |
| 16 Total Direct Expenditures | \$30,960.00 | \$13,700.00 | \$2,340.00 | \$270.00 | \$870.00 | \$4,340.00 | \$200.00 |
| 17 Overhead/Indirect Cost | \$59,093.00 | \$74,216.00 | \$8,013.60 | \$1,653.00 | \$1,993.00 | \$3,000.00 | \$0.00 |
| 18 Total Operating Expenditures | \$90,053.00 | \$87,916.00 | \$10,353.60 | \$1,923.00 | \$2,863.00 | \$7,340.00 | \$200.00 |
| 19 Total Balance | \$8,946.00 | \$84.00 | \$846.40 | \$77.00 | \$137.00 | \$660.00 | \$50.00 |
| 20 Remaining Budget Total | \$10,800.40 | | | | | | |

**PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
AUDITED FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

**PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc**

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STEPHEN M. HARTSOCK, CPA
Hartsock & Mann, CPA
Certified Public Accountants
1311 E 2nd Street Sanford, FL 32771

March 17, 2020

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Project LINK, Inc (Local Impact on Neighborhood Kids)
1315 W. Spruce Street
Tampa, Florida 33607

Report on the Financial Statements

We have audited the accompanying financial statements of the PROJECT LINK, INC (Local Impact on Neighborhood Kids) D/B/A Project LINK, Inc. (a Florida not-for-profit), which comprise the statement of financial position as of September 30, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation

of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

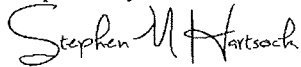
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Project LINK, INC (Local Impact on Neighborhood Kids) d/b/a Project LINK, Inc (a Florida not-for-profit) as of September 30, 2019 and the changes in its net assets and its cash flows for the year then ended, in accordance with auditing principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated March 17, 2020 on our consideration of Project LINK, INC (Local Impact on Neighborhood Kids) d/b/a Project LINK, Inc' internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Project LINK, Inc.'s internal controls over financial reporting and compliance.

Respectfully submitted,



STEPHEN M. HARTSOCK, CPA

March 17, 2020

STEPHEN M. HARTSOCK, CPA
Hartsock & Mann, CPA
Certified Public Accountants
1311 E 2nd Street Sanford, FL 32771

March 17, 2020

**AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

PROJECT LINK, INC (Local Impact on Neighborhood Kids) D/B/A Project LINK, Inc

Board of Trustees
Project LINK, Inc (Local Impact on Neighborhood Kids)
1315 W. Spruce Street
Tampa, Florida 33607

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the State of Florida Auditor General, the financial statements of Project LINK, INC (Local Impact on Neighborhood Kids) d/b/a Project LINK, Inc (a Florida not-for-profit) which comprise the statement of financial position as of September 30, 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon March 17, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Project LINK, Inc.'s internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Project LINK Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct

misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

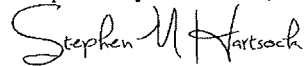
Compliance and Other Matters

As part of obtaining reasonable assurance about whether Project LINK Inc's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and do not provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



STEPHEN M. HARTSOCK, CPA

March 17, 2020

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
STATEMENT OF FINANCIAL POSITION
Year Ended September 30, 2019

ASSETS

CURRENT ASSETS

| | |
|-----------------------------|----------------|
| Cash and Cash Equivalents | \$ 15,446 |
| Accounts Receivable | 107,000 |
| Donated Assets and Services | 23,000 |
| Fund Raising Revenues | <u>1,200</u> |
| Total Current Assets | <u>146,646</u> |

PROPERTY AND EQUIPMENT

| | |
|-----------------------------------|----------------|
| Total Property and Equipment | 7,245 |
| Accumulated Depreciation | <u>(4,060)</u> |
| Total Property and Equipment, Net | <u>3,185</u> |

| | |
|--------------|-------------------|
| Total Assets | <u>\$ 149,831</u> |
|--------------|-------------------|

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

| | |
|---------------------------|----------------|
| Accounts Payable | \$ 84,075 |
| Accrued Liabilities | 600 |
| Accrued Expenses | 29,100 |
| Total Current Liabilities | <u>113,775</u> |

NET ASSETS

| | |
|----------------------------|---------------|
| Without donor restrictions | 21,056 |
| With donor restrictions | <u>15,000</u> |

| | |
|------------------|---------------|
| Total Net Assets | <u>36,056</u> |
|------------------|---------------|

| | |
|----------------------------------|-------------------|
| Total Liabilities and Net Assets | <u>\$ 149,831</u> |
|----------------------------------|-------------------|

The accompanying notes are an integral part of the financial statements.

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
STATEMENT OF ACTIVITIES
Year Ended September 30, 2019

| | <u>Without Donor Restrictions</u> | <u>With Donor Restrictions</u> | <u>Total</u> |
|--------------------------------------|---------------------------------------|------------------------------------|------------------|
| REVENUES AND GAINS | | | |
| Public Support: | | | |
| Contributions | \$ 31,500 | \$ 97,775 | \$ 129,275 |
| Proposals - Fund raising | 1,200 | - | 1,200 |
| Grants | - | 89,500 | 89,500 |
| Program Income: | | | |
| Auction | 6,946 | - | 6,946 |
| THA Trainings | <u>12,000</u> | <u>-</u> | <u>12,000</u> |
| Total Public Support | <u>51,646</u> | <u>187,275</u> | <u>238,921</u> |
| Net Assets Released from Restriction | <u>15,000</u> | <u>(15,000)</u> | <u>-</u> |
| Total Revenues and Support | <u>66,646</u> | <u>187,275</u> | <u>253,921</u> |
| EXPENSES | | | |
| Program Services | <u>189,348</u> | <u>-</u> | <u>189,348</u> |
| Total Program Services | <u>189,348</u> | <u>-</u> | <u>189,348</u> |
| Supporting Services: | | | |
| General and Administrative | 47,504 | - | 47,504 |
| Fund Raising | <u>1,150</u> | <u>-</u> | <u>1,150</u> |
| Total Supporting Services | <u>48,654</u> | <u>-</u> | <u>48,654</u> |
| Total Expenses | <u>238,002</u> | <u>-</u> | <u>238,002</u> |
| CHANGE IN NET ASSETS | 15,919 | (15,000) | 15,919 |
| NET ASSETS - Beginning of Year | <u>3,354</u> | <u>1,783</u> | <u>5,137</u> |
| NET ASSETS - End of Year | <u>\$19,273</u> | <u>\$ 1,783</u> | <u>\$ 21,056</u> |

The accompanying notes are an integral part of the financial statements

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2019

| | <u>Program Services</u> | <u>General and Administration</u> | <u>Fund Raising</u> | <u>Total</u> |
|---------------------------|-----------------------------|---|-------------------------|-------------------|
| Salaries Expenses | \$ 22,000 | \$ - | \$ - | \$ 22,000 |
| Employee benefits | 2,000 | 7,100 | - | 7,100 |
| Accounting | 2,000 | - | - | 2,000 |
| Advertising | 3,800 | 1,900 | 315 | 6,015 |
| Office expenses | 2,610 | 220 | 400 | 3,230 |
| Occupancy | 84,275 | - | - | 84,275 |
| Contract Labor | 32,150 | 3,500 | - | 35,650 |
| Bank Service Charges | 218 | 40 | - | 258 |
| Back to School Supplies | 15,000 | - | - | 15,000 |
| Depreciation | 2,185 | 1,000 | - | 3,185 |
| Insurance | - | 960 | - | 960 |
| Parent Workshops | 19,000 | 24,850 | - | 43,850 |
| Postage and Delivery | - | 410 | 115 | 525 |
| Printing and Reproduction | 1,500 | 4,000 | 142 | 5,642 |
| Program Supplies | 4,200 | 2,963 | 178 | 7,341 |
| Miscellaneous | 410 | 561 | - | 971 |
| Total | <u>\$ 189,348</u> | <u>\$ 47,504</u> | <u>\$ 1,150</u> | <u>\$ 238,002</u> |

The accompanying notes are an integral part of the financial statements

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
STATEMENT OF CASH FLOW
Year Ended September 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES:

| | |
|--|---------------|
| Change in Net Assets | \$ 15,919 |
| Adjustments to Reconcile Net Assets to Net Cash Provided by Operating Activities: | |
| Depreciation | 4,060 |
| Changes in Assets and Liabilities: | |
| (Increase) Decrease in: | |
| Accounts Receivable | 17,146 |
| Inventory | 800 |
| Increase (Decrease) in: | |
| Accounts Payable | 17,577 |
| Accrued Liabilities | 25,600 |
| Net Cash Provided by Operating Activities | <u>81,102</u> |

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 8,546

CASH AND CASH EQUIVALENTS, Beginning 5,137

CASH AND CASH EQUIVALENTS, Ending \$ 13,683

Supplemental Information for Noncash Activities:

| | |
|-----------------------|-----------------|
| In-Kind Contributions | 23,000 |
| In-Kind Expenses | <u>(23,000)</u> |
| Total | <u>-</u> |

The accompanying notes are an integral part of the financial statements

**PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

NOTE 1 -- PURPOSE AND ORGANIZATION

PROJECT LINK, INC (Local Impact on Neighborhood Kids) D/B/A Project LINK, Inc was organized as a Florida not-for-profit in 1989. The organization is dedicated to improving the quality of life for school-aged children and their families that reside in the Tampa Bay region. A partnering agency of Hillsborough County Public Schools that provides supportive services and advocacy for children and their families. Recognized by the U.S. Treasury Department as a charitable and educational organization under the section 501 (c)(3) code of 1954. The major sources of revenues are grants and contributions, programs, and special fundraising events.

The accompanying financial statements are summaries of the financial position, results of operations, net asset classifications and sources and applications of cash of Project LINK, Inc (Local Impact on Neighborhood Kids) D/B/A Project LINK.

NOTE 2 -- SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis of Presentation - The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles ("U.S. GAAP"), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization’s management and Board of Trustees.

Net Assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization

**PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Cash and Cash equivalents – For the purposes of the Statement of Cash Flows, cash included certificates of deposit. Cash equivalents are carried at cost, which approximates fair value.

Grants/Contract Receivables - The Organization records grants receivable upon execution of the grant contract. The primary payment source for these receivables is from contributors and cost reimbursement contracts. The Organization records an allowance for uncollectable accounts receivable and adjusts the required provision based upon an evaluation of its historical experience and industry averages. As of September 30, 2019, the Organization concluded that no allowance for uncollectable accounts was required.

Use of Estimates – Management uses estimates and assumptions in preparing its financial statements in accordance with U.S. GAAP. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

Property and Equipment - Property and equipment are stated at cost, if purchased, or at estimated fair value at the date of receipt if acquired by gift. Depreciation is calculated using the straight-line method over the estimated useful lives of the respective assets. Maintenance, repairs, and minor renewals are expensed as incurred. It is the policy of the Organization to maintain all property and equipment in good condition.

Contributions – Contributions received are recorded as without donor restrictions or with donor restrictions, depending on the existence or nature of any donor restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized.

All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires, that is when a stipulated time restriction

**PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without restrictions and reported in the Statement of Activities as Net assets released from restrictions.

Donated Goods and Services - Donated services that create or enhance nonfinancial assets or require specialized skills and are provided by individuals possessing those skills are to be recognized as support. The Organization reports these gifts as without donor restriction support, unless explicit donor stipulations specify how the donated assets must be used. During the year ended 2019, the Organization was supported by 14 volunteers serving in various capacities valued at \$23,000 of contributed services meeting the requirements for recognition in the financial statements.

Advertising - The Organization expenses advertising and marketing costs as they incurred. These Advertising costs are expensed as incurred. These costs were \$6,015 for the year ended September 30, 2019.

Income Taxes- The Organization is a non-profit corporation exempt from federal and state income taxes under Section (501)(c)(3) of the Internal Revenue Code and related state law, and classified by the Internal Revenue Service as other than a private foundation. Accordingly, the accompanying financial statements do not reflect a provision or liability for federal or state income taxes.

The Organization has determined that it does not have any material unrecognized tax benefits or obligations as of September 30, 2019. The Organization's tax filings for the year ending September 30, 2019 and thereafter remain subject to examination by the Internal Revenue Service.

Functional Allocation of Expenses - The expenses of providing the various programs and other activities have been summarized on a functional basis. Accordingly, certain costs have been allocated between the program services, management, and general and fundraising activities.

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019

NOTE 3 -- PROPERTY AND EQUIPMENT

Property and equipment consist of the following at September 30, 2019:

Changes in general fixed assets are shown below:

| | <u>Amount</u> |
|------------------------------------|---------------|
| Furniture, Fixtures, and Equipment | \$ 5,195 |
| Computer and Computer Software | 2,050 |
| | 7,245 |
| Total | 7,245 |
| Less Accumulated Depreciation | (4,060) |
| | (4,060) |
| Total | \$ 3,185 |

NOTE 4 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditures, that is, without donor imposed or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

| | |
|---------------------|------------|
| Cash | \$ 15,446 |
| Accounts receivable | 107,000 |
| | 122,446 |
| | \$ 122,446 |

The Organization structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

PROJECT LINK, INC (Local Impact on Neighborhood Kids)
D/B/A Project LINK, Inc
NOTES TO FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019

NOTE 5 -- NET ASSETS

Net assets with donor restrictions represent contributions, grants, or contracts in which donor/grantor restrictions have been imposed or are applicable to periods subsequent to the date of the financial statements. Net assets with donor restrictions are generally not available for normal operations, unless specified in the donor agreements. Net assets with donor restrictions, based on purpose, consisted of the following as of September 30, 2019.

| <u>Grantor</u> | <u>Amount</u> |
|--|-------------------|
| Hillsborough County Public Schools | \$ 84,275 |
| Hillsborough County Health & Social Services | 70,000 |
| CDC of Tampa, Inc | 19,500 |
| Kiwanis Club of Tampa Bay | 6,000 |
| Allegany Franciscan Ministries | 5,000 |
| Humana Foundation | 2,500 |
| Total | <u>\$ 187,275</u> |

NOTE 6 --IN-KIND CONTRIBUTIONS

The Organization recorded donated in-kind contribution of facilities from Hillsborough County Public Services of \$84,275 and a corresponding in-kind expense of \$23,000 in the year-ended September 30, 2019.

NOTE 7 --COMMUNITY FUNDRAISING ACTIVITIES

The Organization community fundraising activities for the 2019 year consist of the following:

| | |
|---------------|----------------|
| Revenue | |
| Sneaker Drive | \$1,200 |
| Auction | 6,946 |
| | <u>\$8,146</u> |

STEPHEN M. HARTSOCK, CPA
Hartsock & Mann, CPA
1311 E 2nd Street
Sanford, FL 32771

March 17, 2020

AUDITOR'S MANAGEMENT REPORT

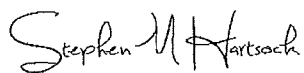
We have recently completed our audit of Project LINK, Inc.'s internal control which we conducted in accordance with Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance that the annual financial statements are free of material misstatements but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit is conducted to enable us to form and express an opinion on the financial statements that have been prepared by management with the oversight of the Board of Trustees. The audit of the financial statements does not relieve management or the Board of Trustees of their responsibilities.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We would like to thank the Board of Trustees and staff of Project LINK, Inc for their assistance and cooperation during the audit.

Respectfully submitted,



Stephen M. Hartsock, CPA

March 17, 2020

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant Application

Organization Name: ABC Charity, Inc.

Project Name: Feeding the Children

FROM (date): 09/01/2020 TO (date): 12/30/2020

| Budget Category/Line Item | Organizational Budget - Total | Pinellas CARES Grant |
|--|----------------------------------|----------------------|
| Personnel <i>(salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in program)</i> | \$125,000 | \$8,000 |
| Equipment <i>(computers, furniture, etc., less than \$3,000 per item)</i> | \$2,000 | \$750 |
| Supplies <i>(office materials, program related purchases, program necessities to deliver services, etc.)</i> | \$55,500 | \$36,000 |
| Occupancy <i>(property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses)</i> | \$10,000 | \$0 |
| Local Travel <i>(mileage, tolls, parking for regular local travel, rental/leasing cost of transportation)</i> | \$40,000 | \$24,000 |
| Training <i>(staff development, conferences, long distance travel)</i> | \$5,000 | \$0 |
| Design, Printing, Marketing & Postage <i>(for direct program related services only)</i> | \$12,000 | \$0 |
| Capital <i>(Buildings, vehicles, equipment \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities)</i> | \$75,000 | \$0 |
| Purchased Services <i>(consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements)</i> | \$15,000 | \$120 |
| TOTAL | \$339,500.00 | \$68,870.00 |

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

BRIEF INSTRUCTIONAL VIDEO – CLICK LINK - <https://youtu.be/s5kkxsaQkCg>

If you are applying under multiple funding areas, please indicate which funding area (food, behavioral health, and/or eviction mitigation through legal aid) each cost belongs to.

This narrative is to explain the costs in the Pinellas CARES Grant Column of the Budget Summary

Organization Name:

Project Name:

FROM (month/year):

TO (month/year):

ALL DESCRIPTIONS BELOW SHOULD BE CLEAR AS TO HOW REQUESTED FUNDS BY AREA RELATE TO ADDITIONAL COSTS THAT WOULD NOT HAVE BEEN INCURRED OR PLANNED IF NOT FOR COVID-19

Personnel (salaries, wages, benefits, payroll taxes, time allocation, and a brief description of the responsibilities on the project for all personnel involved in program)

Define each position and indicate how the costs you are requesting expands your COVID-19-related programming and/or how it was unbudgeted as of 3/1/2020 or later. Be sure to include as much detail as possible for each position, e.g. rate per hour and number of hours for new position due to COVID-19 or increased hours as a result of COVID-19 (see example if needed).

Equipment (computers, phone, furniture, etc., less than \$3,000 per item)

Define each individual piece of equipment, where it will be purchased from, how much it costs, and how the costs you are requesting expands your COVID-19-related programming. Including estimates, quotes, or print offs from a supplier website is helpful to defend these costs.

Supplies (office materials, program related purchases, program necessities to deliver services, etc.)

Define each supply requested, where it will be purchased from, how much it costs, and how the costs you are requesting expands your COVID-19-related programming.

Occupancy (property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses)

Define each occupancy-related item, the supplier of the service, how much it costs, the % which is appropriately allocated to this grant, and how the costs you are requesting expands your COVID-19-related programming.

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation)

Define each travel item, the person who will be incurring the cost (for staff travel), the supplier of the services (for rental/leasing), and how the costs you are requesting expands your COVID-19-related programming.

Design, Printing, Marketing & Postage (for direct program related services only)

Define each item, the supplier of the services, the cost, and how the costs you are requesting expands your COVID-19-related programming.

Capital (buildings, vehicles, equipment \$5,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities)

Define each item, the vendor who will supply the capital item, or construct the item, and provide a defense for how the purchase of this item costs less than the leasing of the item for the grant period. Also explain how this item is necessary for the expansion of your COVID-19-related programming.

Purchased Services (consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements)

Define each item, the vendor supplying the purchased services, the cost of the services per a specified period of time, and explain how this is necessary for the expansion of your COVID-19-related programming.

STEPHEN M. HARTSOCK, CPA
Hartsock & Mann, CPA
1311 E 2nd Street
Sanford, FL 32771

March 17, 2020

AUDITOR'S MANAGEMENT REPORT

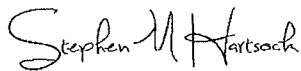
We have recently completed our audit of Project LINK, Inc.'s internal control which we conducted in accordance with Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance that the annual financial statements are free of material misstatements but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit is conducted to enable us to form and express an opinion on the financial statements that have been prepared by management with the oversight of the Board of Trustees. The audit of the financial statements does not relieve management or the Board of Trustees of their responsibilities.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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We would like to thank the Board of Trustees and staff of Project LINK, Inc for their assistance and co-operation during the audit.

Respectfully submitted,



Stephen M. Hartsock, CPA

March 17, 2020



May 8, 2020

Project LINK, Inc
1315 W Spruce Street
Just Full Service Center
Tampa, FL 33607-3510



RE: Tampa Bay Resiliency Fund

Dear Project LINK, Inc,

Pinellas Community Foundation is pleased to provide a grant to your organization via ACH payment on behalf of the Tampa Bay Resiliency Fund in the amount of \$15,000.00 for the project referenced in your online award agreement.

Accepting payment indicates your organization is willing to adhere to the grant guidelines which were included in your project application – including recognition of the support this fund provides and the reporting required by this grant.

We are excited to support the important work of your organization through the generosity of the Tampa Bay Resiliency Fund.

Sincerely,

A handwritten signature in black ink that reads "Duggan Cooley".

Duggan Cooley
CEO



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Edward F. Koren, Treasurer
Susanna Fenbagen, Secretary
Betty Castor, Past Chair
Donna L. Longhouse, Past Chair
Marlene M. Spalten, President and CEO

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William Zewadski, Chair

LEGAL COUNSEL

Allen Dell, P.A.
Frank J. "Sandy" Rief III

AUDITOR

Rivero, Gordimer & Company



Excellence. Accountability. Impact.™

June 24, 2020

Tina Young
Project LINK, Inc
JUST Full Service Center Bldg., 1315 W. Spruce Street
Tampa, FL 33607

Dear Tina,

Congratulations! The Community Foundation of Tampa Bay is pleased to inform you that Project LINK, Inc has been selected to receive a grant in the amount of \$18,000.00 for the ProBono License Mental Health Professionals program as outlined in your Nonprofit Needs Request Form.

Please visit https://cftampabay.org/nonprofitneedslist/ and search for your request to view the current amount funded and amount of your original request that remains to be funded.

By accepting this grant, you agree to 1) publicly promote your partnership with the Community Foundation, 2) highlight the program's progress, and 3) report significant outcomes through a final report. You will receive an electronic reminder 30 days prior to your final report due date with more detailed instructions.

For your convenience, we have created an online promotional checklist of helpful tools and suggestions for publicizing your grant on your website, in your publications and on social media platforms. You may find it here: http://cftampabay.org/nonprofits/grantstoolkit/.

Thank you for all your help in building a better community in Tampa Bay.

We look forward to working with you during the coming year.

Sincerely,

[Handwritten signature]

Jesse Coraggio, PhD
Vice President, Community Impact



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June 24, 2020

Tina Young
Project LINK, Inc
JUST Full Service Center Bldg., 1315 W. Spruce Street
Tampa, FL 33607

Dear Tina,

Congratulations! The Community Foundation of Tampa Bay is pleased to inform you that Project LINK, Inc has been selected to receive a grant in the amount of \$55,000.00 for the EmergU program as outlined in your Nonprofit Needs Request Form.

Please visit https://cftampabay.org/nonprofitneedslist/ and search for your request to view the current amount funded and amount of your original request that remains to be funded.

By accepting this grant, you agree to 1) publicly promote your partnership with the Community Foundation, 2) highlight the program's progress, and 3) report significant outcomes through a final report. You will receive an electronic reminder 30 days prior to your final report due date with more detailed instructions.

For your convenience, we have created an online promotional checklist of helpful tools and suggestions for publicizing your grant on your website, in your publications and on social media platforms. You may find it here: http://cftampabay.org/nonprofits/grantstoolkit/.

Thank you for all your help in building a better community in Tampa Bay.

We look forward to working with you during the coming year.

Sincerely,

Jesse Coraggio, PhD
Vice President, Community Impact

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant Application

Organization Name: Project LINK, Inc

Project Name: eMergU Program

FROM (date): October 1, 2020 TO (date): December 30, 2020

| Budget Category/Line Item | Program Budget - Total | Pinellas CARES Grant |
|--|---------------------------|----------------------|
| Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in program</i>) | \$53,300.00 | \$53,300.00 |
| Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>) | \$2,528 | \$2,527.98 |
| Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>) | \$5,999 | \$5,998.92 |
| Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>) | 14165.97 | 14,166 |
| Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>) | 0.00 | 0.00 |
| Training (<i>staff development, conferences, long distance travel</i>) | 0 | 0 |
| Design, Printing, Marketing & Postage (<i>for direct program related services only</i>) | 1,810 | 1,810 |
| Capital (<i>Buildings, vehicles, equipment \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities</i>) | 0 | 0 |
| Purchased Services (<i>consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements</i>) | 23750 | 23750 |
| TOTAL | 101552.85 | 101552.85 |

eMergU TeleHealth Program
BUDGET NARRATIVE FORM

Organization Name: Project LINK, Inc.
Project Name: eMergU TeleHealth Program
From: 10/01/2020 - 12/30/2020

Uncertain prognoses, looming severe shortages of resources for treatment from the infection, imposition of unfamiliar public health measures that infringe on personal freedoms, and growing financial losses, and conflicting messages from authorities are among the major stressors that undoubtedly will continue to contribute to widespread emotional distress and increased risk for psychiatric illness associated with Covid-19. TeleHealth has an important role in addressing these emotional outcomes as part of the pandemic response.

Since volunteer sources are no longer available, there is no funding to help identify, develop, and disseminate education and evidence-based resources related to disaster mental health, mental health triage and referrals, needs for special populations, and death notification and bereavement care.

The positions and expenses listed in this narrative are essential to risk-communication efforts that address the complexities of emerging issues such as prevention directives, needed evidence-based interventions and ranges of psychosocial concerns relevant to the pandemic. It is imperative that assessment and intervention methods for psychosocial concerns be administered within communities of color.

The following costs are forecast to continue providing support services to over 100 adults and youth in Pinellas County and to expand our behavioral health services to address mental health and emergency management.

Personnel (salaries, wages, benefits, payroll taxes, time allocation, and a brief description of the responsibilities on the project for all personnel involved in program)

(1) LPO Support Coordinator - Logistical Partnership Organization Support Coordinator acts as the liaison services between the LPO sites and clients; This new position will provide outreach support. The COVID-19 LPO Site Coordinator will be responsible for implementing all procedures adopted by the eMergU TeleHealth program and organization sites that are applicable to the site in connection with COVID-19 service deliverables, weekly periodic checks of inventories of any shortages of safety supplies and cleaning supplies, including wipes, gloves, soap and/or hand sanitizer; Ensuring LPO sites have taken steps to address proper handling and cleaning of the LPO facility and equipment; and update and implement health & safety protocols within the pandemic preparedness readiness initiative.

\$50/hr X 20hrs/ \$1,000 a week X 13 weeks = Total \$13,000.00)

(2X) Social workers - will provide COVID-19 care coordination and assist clients with bill pay referrals and other assistance in real-time remote collaboration between service providers, clients, and the social worker, as they either assist in their develop plans or assess the progress of client comprehensive care plans. The social worker will manage the caseload of families seeking COVID-

... need referral for formal mental health evaluation and care, while others may benefit from supportive interventions designed to promote wellness and enhance coping (such as psychoeducation or cognitive behavioral techniques). The social worker would manage a caseload of 50 per social worker due to the pandemic response. This will be two new temporary positions to address the caseload of residents that are dealing with COVID 19 concerns. Because of COVID, current clients are not receiving counseling services from the eMergU TeleHealth services proposed in this application and are an expansion of services due to the mental health needs.

\$30/hr x 25hrs/ \$750 a week x 13 weeks = \$9,750 (\$9,750 x 2 social workers = Total \$19,500)

(2X) Intake Coordinators- Intake coordinators will complete an initial short intake form and review client needs and connect with licensed counselors. The Intake Coordinators will communicate with families and licensed therapists regarding questions and concerns related to COVID-19 services. The Intake coordinator will constantly remind clients appointment times, available LPO sites, stay home if they are sick and exposed to someone with COVID 19 symptoms. Maintain LPO site attendance log of client visits where implemented, ensuring the temperature screening process is being properly applied and recorded.

\$20/hr x 40hrs/ \$800 a week X 13 weeks (\$10,400 each intake coordinator = Total \$20,800.00)

The grant total for eMergU TeleHealth COVID-19 program personnel= \$53,300.00

Equipment (computers, phone, furniture, etc., less than \$3,000 per item)

We will take the following steps to create a safe and healthy remote therapy space, because of the COVID pandemic and the safety measures needed to convert our new designated LPO sites in St. Petersburg. We will adapt to CDC best practices and protocols for publicly used spaces, and the following additional accommodations will occur:

Purchase and installation of three transparent desk shields to protect LPO staff and telehealth clients. We would like to purchase two desk shields for 3 therapy spaces= 6 shields @ \$169.89 = \$1019.34. The total for desk shields= \$1,019.34.

Purchase of three dedicated desktop computers at Office Depot for client therapy sessions at LPO sites = All in One computer is \$502.88 each x 3 computers= \$1,508.64. The total for computers = \$1,508.64.

Total cost for Equipment= \$2,527.98

Supplies (office materials, program related purchases, program necessities to deliver services, etc.)

The program will follow the guidance for cleaning and disinfecting and maintain a plan to perform regular cleanings of surfaces to reduce the risk of people's exposure to the virus that causes COVID-19. CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect others. PPE supplies (face-coverings, and face shields, will be provided to LPO's sites and clients that need face-coverings while utilizing sites for therapy sessions. PPE supplies will be purchased via Amazon site. To purchase 150 facemask the cost is \$84.90. To purchase 180 face shields the cost is \$249.95. Total expense for PPE supplies is \$334.85.

LPO operation stipends - PPE supplies will be provided to LPO including hand sanitizers, Lysol wipes gloves, and tissues. The clients will be provided with comfort supplies to include bottle water, small snacks, and stress balls during their sessions. PPE and comfort supplies will be purchased via Amazon site. Total LPO operation stipends are \$1,026.22

Beck Depression/Anxiety Inventory program supplies. This material will be utilized during client assessments. Materials will be purchased through Beck Institute. Total BDAI materials= \$3,500. 00

Office supplies purchased at Staples- \$1,137.85 budget to cover program supplies including printer ink, copy paper, file folders, client journals, etc, during the program period. The expansion would be an additional cost against the agency current field and office supplies budget. Total office supplies are \$1,137.85.

Total cost for Supplies= \$5,998.92

Occupancy (property rent, mortgage, utilities, telephone, Internet, etc. assigned as program expenses)

DOXY.ME is a telemedicine solution designed for healthcare providers and mental health practices. The solution is HIPAA compliant and offers a secure platform, video conferencing, and virtual waiting room features. The platform is accessible on mobile devices including iOS and Android smartphones. The DOXY.ME platform will be the supplier for licensed mental health counselor to provide secured telehealth services. The service fee of \$2,700 will cover 15 licensed mental health counselors.

Cope Notes is a mobile service that provides daily text messages that combine peer support and positive psychology to help improve mental and emotional health. The services are based in lived-experience peer support, digital journaling, and positive psychology which equal to \$95.88 each client. The one-time fee for 100 client package subscriptions is \$9,588.

Appointment Plus is an online appointment scheduling technology platform that tracks appointments for COVID-19 eMergU TeleHealth clients. This software is transforming the way clients interact with service providers. It provides an entirely new way to engage with those we serve. Appointment Plus fees are assessed by per user at \$99. Intake Coordinators and Social Workers will have the ability schedule appointments on behalf of the mental licensed counselors. We would like to purchase four additional user accounts. \$99 per month x 4 users \$396.00 x 3 months. Total service fee is \$1,188.

Wireless Cell Phone Service - The COVID-19 pandemic has shown the values and efficiencies associated with remote work given the shift occasioned by the COVID-19 pandemic. The program intends to purchase Cricket Wireless non-contract cell phones for LPO Support coordinator and the two social workers to utilize for client crisis interventions and COVID-19 business-related expenses. This will allow clients and community partners to have access to program self without giving up their personnel contact information outside of the normal business hours and field work. 3 cellphones @ 69.99 = \$ 209.97, cellular monthly plans @ \$40 a month x 3 program personnel = \$120, \$120.00 cost @ 3 months= \$360.00. Total wireless service plan = \$689.97

Total for Occupancy expenses = \$14,165.97

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation)

None

Design, Printing, Marketing & Postage (for direct program related services only)

We are trying to sound the alarm that this virus is devastating communities of color, especially African American communities. This outcome surprised a lot of people, because the first victims of the virus were mostly white Americans who had traveled to Asia. Next came elderly people who were dying in nursing homes. Therefore, many people assumed that this disease kills only white people and older people. But now the data is clear. The hot spots for this virus are disproportionately in black and brown communities. "Contact tracing is one of the key components to reduce the spread of COVID-19 but Black and Latin Americans, who are among the hardest hit communities may be least likely to participate if efforts to engage them aren't grounded in their experiences," "It won't matter how many contact tracers we have if no one answers the phone, disregards their message, or responds with skepticism. Our research suggests that people are more likely to answer the call or seek assistance if the effort has been promoted, endorsed and reinforced by trusted community leaders and if the messages are empowering and engender a sense of agency and self-determination." Our marketing efforts will include partnership with public health officials and health department staff to strengthen the efforts on mental health resources, prevention strategies, testing, isolation and quarantine, contact tracing and community engagement in order to meet the goals of protecting public health and safely reopening communities. Our goal is to design and print collateral in flyers, posters, and brochures on the eMergU TeleHealth COVID-19 service messaging. The cost for the design and printing will for 1000 -12x18 community posters=\$1,380.00, 1000 - 8x5 tri-fold brochures for \$ 239.98, and 1000 - for 8x5 flyers for \$ 190.00. The total cost for marketing and advertising expenses will be \$ 1,809.98

Design, Printing, Marketing & Postage = \$1,809.98

Capital (buildings, vehicles, equipment \$5,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities)

None

Purchased Services (consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements)

Opportunities to monitor psychosocial needs and deliver support through direct patient encounters in our remote practice will be curtailed during this crisis because of large-scale home confinement. Psychosocial services will be delivered in remote care settings and offered by means of telehealth. In the context of Covid-19, psychosocial assessment and monitoring will include queries about Covid-19-related stressors (such as exposures to infected sources, infected family members, loss of loved ones, and physical distancing), secondary adversities (economic loss, for example), psychosocial effects (such as depression, anxiety, psychosomatic preoccupations, insomnia, increased substance use, and domestic violence), and indicators of vulnerability (such as preexisting physical or psychological conditions). In light of the widening economic crisis and numerous uncertainties surrounding this pandemic, suicidal ideation may emerge and necessitate immediate consultation with a mental health professional or referral for possible emergency psychiatric hospitalization.

On the milder end of the psychosocial spectrum, we expect experiences from patients, family members, and the public to be appropriately normalized by providing information about usual reactions to this kind of stress and by pointing out that people can and do manage even in the midst of dire circumstances. The Licensed mental health counselors will offer suggestions for stress management and coping (such as structuring activities and maintaining routines). The expansion included licensed mental health counselors that will focus on Pinellas County residents that are experiencing COVID-19 related experiences and concerns. The 15 therapists will collectively service 100 clients and provide 3 complimentary therapy sessions for each client. 100 clients @ \$75 per session, the cost will be \$225 per client, $100 \times \$225.00 = \$22,500$. The total therapist expenses will \$22,500. To increase the E&O insurance coverage for the additional therapist will be \$1,250 from Hiscox Insurance Agency. The Hiscox Insurance coverage is billed on a quarterly basis and this will be an added expense to the policy. The services category cost will be \$23,750.

Purchased services cost is \$23,750.

All ▾ Enter keyword or product number

Departments

Buy Again Savings Hub

EN

Hello, Tina
Account for Project LINK,...

Lists

Business Prime

6

Shopping Cart



Post Pandemic Partitions Commercial Grade Freestanding Antimicrobial Desk, Table, Countertop Clear Acrylic Sneeze Guard Personal Protection Shield - 48"W x 24"H

\$169.89

Business Price

Save 5%
Clip Coupon

In Stock

Shipped from: [clickhere2shop](#)

Gift options not available. [Learn more](#)

Qty: 6 [Delete](#) [Save for later](#)

[Compare with similar items](#)

Price

Subtotal (6 items): **\$1,019.34**

[Proceed to checkout](#)

Sponsored Products related to items in your cart



Safco Products...
\$116.59

[See all buying options](#)



Pixelverse Design 48...
9
\$155.99

[See all buying options](#)



Protective Sneeze...
129
\$169.99

[See all buying options](#)



Portable Lightweight...
2
\$229.00

[See all buying options](#)

Subtotal (6 items): **\$1,019.34**



Shopping Cart

Delivery based on **33601**

Your pickup store:

26277 US HIGHWAY 19 N AT ENTERPRISE RD. CLEARWATER, FL 33761 [Change](#)

| | | | | | |
|--|--|--|--------------------------------|---|---|
| | <p>HP 22-dd0016 All-in-One Desktop PC, 21.5" Screen, AMD Athlon™ Silver, 4GB Memory, 1TB Hard Drive, Windows® 10</p> <p>Item # 5582086</p> | <p>Store and Curbside Pickup Ready for pickup today Clearwater, Store #95 In Stock Change Store</p> | <input type="text" value="1"/> | <p>\$409.99 / each \$409.99</p> | ✕ |
| | <p>2-Year Protection Plan Remove</p> | <p>Service available to register after checkout</p> | <input type="text" value="1"/> | <p>\$59.99 each \$59.99</p> | |

Feedback

| | |
|---|-----------------|
| <h2>Order Summary</h2> | |
| Subtotal (1 Item): | \$469.98 |
| Estimated Tax: | \$32.90 |
| Estimated Total | \$502.88 |
| You are saving \$20.00 on this order | |

All ▾ Enter keyword or product number

Departments

Buy Again Savings Hub

EN

Hello, Tina
Account for Project LINK,...

Lists

Business Prime

39

Shopping Cart



Kleenex Expressions Ultra Soft Facial Tissues, 18 Cube Boxes, 65 Tissues per Box (1,170 Tissues Total)

\$25.18

Quantity Price

In Stock

& FREE Returns

This is a gift [Learn more](#)

Qty: 3

[Delete](#)

[Save for later](#)

[Compare with similar items](#)



New Disposable Latex Gloves, Powder Free (100 Gloves Per Box) (Medium)

\$25.95

In Stock

& FREE Returns

This is a gift [Learn more](#)

Qty: 6

[Delete](#)

[Save for later](#)



Lysol Disinfecting Wipes, Lemon and Lime Blossom Scent, Kills Viruses and Bacteria, 4 Tubs, 35 Count Each (Total 140 Wipes)

\$58.97

In Stock

Shipped from: God Bless America

Gift options not available. [Learn more](#)

Qty: 4

[Delete](#)

[Save for later](#)

[Compare with similar items](#)



Stress Balls Puffer Stress Relief Toys Value Assortment Bulk 1 Dozen Stress Relax Toy Balls, Squeeze Ball Puffer Ball Assortment Most Popular Selection of Hand Exercise Balls & Therapy Balls

\$12.97

In Stock

& FREE Returns

This is a gift [Learn more](#)

Qty: 9

[Delete](#)

[Save for later](#)



Healthy snack Care Package (52 count) A Gift crave Snack Box with a Variety of Healthy Snack Choices – Great for Office, College Military, Work, Students etc. by The Snack Bar

\$32.33

Quantity Price

In stock on October 10, 2020.

This is a gift [Learn more](#)

Part of your order qualifies for **FREE Shipping**. Choose this option at checkout. [See details](#)

Subtotal (39 items): \$1,026.22

This order contains a gift

[Proceed to checkout](#)

Sponsored Products related to items in your cart

Kleenex Professional... 133
\$72.05
[See all buying options](#)

Kleenex Professional... 477
\$57.99
[See all buying options](#)

Kleenex Professional... 1,349
\$39.28
[See all buying options](#)

20 Bulk 3" Large Red... 17
\$25.99
[See all buying options](#)

Qty: 6 [Delete](#) [Save for later](#)
[Compare with similar items](#)



Poland Spring Origin, 100% Natural Spring Water, 900mL Recycled Plastic Bottle (12 Pack) by Poland Spring Origin **\$19.69**

In Stock

This is a gift [Learn more](#)

Qty: 5 [Delete](#) [Save for later](#)

[Compare with similar items](#)



Superfy Hand Sanitizer, Moisturizing Gel Hand Wash with Pump, No-residue, Quick-drying 16 fl.oz (Pack of 4) **\$24.99**

In Stock

This is a gift [Learn more](#)

Qty: 6 [Delete](#) [Save for later](#)

[Compare with similar items](#)

Subtotal (39 items): **\$1,026.22**

[Move to Wish List](#)



Your Cart

[continue shopping](#)

Order Summary [hide details](#) ^

FREE shipping on this order

| | |
|--------------------|------------------|
| Items (104) | \$1137.85 |
| Coupons | -\$0.00 |
| Subtotal | \$1137.85 |
| Shipping | FREE |
| Order Total | \$1137.85 |

[Apply coupons](#)

Step 1 of 3

104 Items in cart

[Checkout](#)



TRU RED™ Small Hard Cover Ruled Journal, Black (TR54770)



Delivery (Delivered by **Monday, Oct 05**)

Pick up in store

\$899.00



Hammermill Copy Plus Paper, 8.5" x 11", 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (105007)



Delivery (Delivered by **Friday, Oct 02**)

Pick up in store

\$59.98

Includes Instant Savings (limit 10)

-\$68.00



TRU RED™ File Folders, 1/3 Cut, Letter Size, Assorted Colors, 250/Box (TR502678)



Delivery (Delivered by **Friday, Oct 02**)

Pick up in store (Arrives by **Friday, Oct 02**)

\$41.88



HP 85A Black Toner Cartridges, Standard, 2/Pack (CE285D)



Delivery (Delivered by **Monday, Oct 05**)

Pick up in store


\$136.99

Offer available: 25% back in rewards when you purchase toner. Coupon code 25398.

Checkout

Search Amazon



 Select a location to see product availability

Subtotal (1 item): **\$249.95**

[Proceed to checkout](#)





180 Pack Face Shield, Protection for Face and Eyes with Clear An...

\$249.95

In Stock

Shipped from: [Synergy™](#)

Delete

Save for later

Returns are easy


30-day returns on millions of items



Pay ~~\$249.95~~ **\$239.95** for this order. Get \$10 off instantly upon approval for the Amazon Store


Search Amazon



 Select a location to see product availability

Subtotal (10 items): **\$84.90**

Your order qualifies for FREE Shipping. Choose this option at checkout. [See details](#)

 This order contains a gift

[Proceed to checkout](#)



Disposable Face Mask 3 Layer Earloop Pollution Health Protection...

\$8.49

In Stock

Eligible for **FREE Shipping** & **FREE Returns**

10

Delete

Save for later

Returns are easy

30-day returns on millions of items



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500 Postcards

[Home](#) » [Postcards](#) » 500 Postcards



500 Postcards for \$99.99

+ \$20.00 shipping

paper : glossy ▾

Add to Cart

Back

Shopping Cart



Your Shopping Cart

| Item Name | Quantity | Price | |
|----------------------------|---------------------------------|-----------------------------|--|
| 100 12X18 Posters (smooth) | <input type="text" value="10"/> | \$900.00 | |
| 1000 1-Sided Color Copies | <input type="text" value="1"/> | \$150.00 | |
| 500 Postcards (glossy) | <input type="text" value="2"/> | \$199.98 | |
| | | Subtotal: \$1,249.98 | |
| | | Shipping: \$560.00 | |
| | | Total: \$1,809.98 | |

I want to pick up from store



Up Load

Enter your email address

Contact Us!

Phone #:

813-516-4464 main

Location:

211 E Yukon St

Tampa Florida

33604

**INVOICE**

INV00468774

StormSource, LLC
 15300 N 90th St #100
 Scottsdale, AZ 85260

BILL TO:

Project LINK
 1315 W Spruce St,
 Tampa, Florida 33607
 jmeans@project-link.org

Quote Date: 09/29/2020
 Terms: Due Upon Receipt
 PO:

Invoice Detail

| Description | QTY | COST | TOTAL |
|---|--------|--------------|----------------|
| Monthly Gold Tier 09/29/2020-10/28/2020 | 1 User | \$99.00 | \$99.00 |
| | | Total | \$99.00 |

Sales Tax

| Tax Name | Tax Rate | Tax Rate Type | Tax Amount |
|------------------|----------|---------------|---------------|
| Total Tax | | | \$0.00 |

Payments

| Transaction Date | Transaction Number | Transaction Type | Description | Applied Amount |
|------------------|--------------------|------------------|------------------------|----------------|
| | | | Invoice Balance | \$99.00 |

Outstanding Invoices

| Invoice Date | Invoice Number | Due Date | Amount | Balance Due |
|--------------|----------------|----------|--------|-------------|
|--------------|----------------|----------|--------|-------------|

Invoice Notes

| |
|--|
| |
|--|

In order to expedite any billing inquiries, please sign into your account to submit a support ticket.

[Terms & Conditions](#)

Cart

Clear Cart (2)

Email me my cart

My Line

Line Complete

Delete Line



Alcatel APPRISE™

Color: Suede Gray

Edit

\$69.99



Cricket Protect

Declined

Edit



10 GB

Monthly Plan Charge

Edit

\$40.00



My New Number

ZIP Code: 33607

Edit



Next Business Day Shipping

Restrictions apply

FREE

SALES HELP



Have a promo code?

Estimated Total

\$109.99

Device, SIM Card and Accessory taxes will be shown on the review order page.



eMergU Program

LPO Potential List

Gladden Park Recreation Center
3901 30th Ave N, St. Petersburg, FL 33713
Phone: 727-893-7111

Child's Park Community Library
691 43rd St S, St. Petersburg, FL 33711
Phone: (727) 893-7714

Martin Luther King Jr Community Center.
1201 Douglas Ave Clearwater, FL 33755
Phone:(727) 442-5355

New Zion Missionary Baptist Church
845 Woodlawn St, Clearwater, FL 33756
Phone: (727) 461-7524

Foundation for a Healthy St. Petersburg
2333 34th St S, St. Petersburg, FL 33711
Phone: (727) 865-4650